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MANUAL No. 2

REGULATIONS

FOR

UNITED STATES MILITARY TELEGRAPH LINES

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MANUAL No. 2

REGULATIONS  
FOR  
UNITED STATES  
MILITARY TELEGRAPH LINES  
U. S. SIGNAL CORPS

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Prepared under the direction of  
BRIGADIER-GENERAL JAMES ALLEN  
Chief Signal Officer of the Army.

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1909



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WAR DEPARTMENT  
Document No. 336.  
OFFICE OF THE CHIEF SIGNAL OFFICER

WAR DEPARTMENT,  
OFFICE OF THE CHIEF SIGNAL OFFICER OF THE ARMY,  
*Washington, March 1, 1909.*

The following regulations for the operation and maintenance of all military lines of communication, under the direction of the Chief Signal Officer of the Army, are published for the guidance of the officers, men, and employees of the Signal Corps. They will replace all instructions contained in previous publications relating to the operation of military telegraph lines.

While the specific rules herein promulgated have been drawn with special reference to large offices, they will be adhered to, as far as possible, at all offices where there is but one operator. All officers and enlisted men of the Signal Corps and civilian employees engaged in telegraph work are enjoined to make themselves familiar with the provisions of this manual.

JAMES ALLEN,  
*Brigadier-General, Chief Signal Officer of the Army.*

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# REGULATIONS FOR UNITED STATES MILITARY TELEGRAPH LINES.

## CHAPTER I.

### GENERAL INFORMATION.

1. In General Orders, No. 1, Adjutant-General's Office, January 20, 1879, the Secretary of War states:

“In all instances in which United States telegraph lines are by order of the Secretary of War placed in charge of acting signal officers, who are thus made responsible for the construction, maintenance, and operation of the same, commanding officers and others will see that the especial duties of such officers are not interfered with, and will, upon application, render whatever proper assistance may be in their power.

“The lines form parts of one connected system of telegraphy extending throughout the United States. They serve military, commercial, naval, and other distant interests. The disabling of or interference with any part may cause complications not possible to be contemplated in the immediate vicinity. Official and military messages have precedence on all Government lines.”

2. It is recognized that in cases of grave military emergencies local commanding officers can and should take control of military telegraph lines and the entire personnel within the limits of their command, and signal officers in such cases should cheerfully and loyally obey any instructions then received. It is further to be understood that signal officers shall faithfully execute any and all instructions issued by department or division commanders bearing on their duties connected with military telegraph lines.

3. Seeming invasions of the duties and powers of the officers of the Signal Corps, when engaged in carrying out general instructions issued under the authority of law by the Chief Signal Officer of the Army, should always be accepted until remedied by the local commander, whose attention, however, should be invited to the situation as viewed by the signal officer. Such statements should be made in writing when practicable, and if made verbally should later be reduced to writing and duly presented at the earliest practicable moment.

The Signal Corps is a servant of the Army, and signal officers should never forget that it is their function to find out what to do

and how to do it. Courtesy, consideration, and restraint are needed qualities of signal officers, and if properly applied to practical conditions will rarely fail of satisfactorily solving any annoying conditions.

4. Military lines owned by the United States are subject only to the laws of the General Government, being built especially for maintaining quick and sure means of communication for military purposes and for the better protection of frontier settlements and remote stations from depredations. No use will be permitted of these lines that would defeat the object of their construction.

The operators on these lines are enlisted men of the Signal Corps or civilian employees who have accepted military discipline. They will not fail to show to military superiors the proper respect and courtesy required by Army Regulations; they will give commanding officers cordial cooperation in handling dispatches and in rendering every possible assistance in promoting military operations and, in all cases, will treat the demands of their military superiors with the greatest respect.

5. To secure the greatest measure of usefulness and efficiency of these lines for military purposes, the following rules are enjoined and will be strictly observed: Enlisted men and employees in charge of stations (not at military posts and where there are no troops) will promptly communicate to commanding officers of posts or cantonments nearest to their stations, and on each side thereof, any information coming to their knowledge regarding the enemy, and to transmit to such commanding officers all reports brought to a station by scouts, or other persons, respecting outbreaks, raids, depredations, or movements of the enemy.

To enable commanding officers to determine the degree of importance to attach to such reports, operators will state with the utmost particularity how the information thus communicated was obtained, the nature and extent of the depredations, and the place where committed; whether the depredations were by Indians or other parties, and, if Indians, the band or tribe to which they belong, the number in the party, and the direction whence they came and toward which they traveled.

6. To be of value in military operations, it is indispensable that information of this character should be communicated with the least possible delay.

The foregoing instructions will not be understood as authorizing operators or other employees to communicate to military commanders information *which they may hear passing over the wires*, or from rumors respecting operations or movements of troops which may be current at a military post. In such cases it will be assumed that commanding officers will themselves communicate such information to other military commanders should they deem it proper or necessary to do so.

## CHAPTER II.

### CONTROL AND MAINTENANCE.

7. The act of Congress approved October 1, 1890, section 2, directs that the Chief Signal Officer shall have charge, under direction of the Secretary of War, of \* \* \* "the construction, repair, and operation of military telegraph lines," \* \* \* "and the duty of collecting and transmitting information for the army by telegraph or otherwise."

In construing this law it has been decided that (U. S. Military Laws, ed. 1901, p. 463) "the act of October 1, 1890 (Stat. L., 653, par. 1227), which places the Chief Signal Officer in charge of 'construction, repair, and operation of military telegraph lines,' repealed the act of August 7, 1882 (22 Stat. L., 319), which vested the supervision of the construction and operation of military telegraph lines in department commanders."

8. For an efficient telegraph system it is necessary to have uniformity in the regulations governing the operation of military lines, and such rules should not conflict with the rules in force upon connecting commercial lines. To secure this uniformity, two classes of rules have been established. First: General regulations which must be obeyed by all concerned. Second: Special regulations which are applicable to certain cases only. The regulations in this manual cover only the general rules.

9. For convenience of administration all telegraph and telephone lines are divided into classes, and unless otherwise specially ordered are placed under the control of officers as follows:

A. Lines complete within the limits of a single military post, in charge of the post signal officers under direction of the post commanders.

B. Short lines constructed to connect single posts with a commercial telegraph or telephone office, and having no other stations upon them, in charge of the chief signal officer of the department.

C. Lines connecting two or more posts in the same military department, and all other lines which are complete within the limits of a single department, in charge of the chief signal officer of the department.

D. Lines connecting points in different military departments which constitute a military division, in charge of the chief signal officer of that division.

*E.* Lines connecting points in different independent departments, in charge of an officer specially designated for that purpose.

Whenever the lines enumerated in classes *C* and *D* are of sufficient extent to require division into sections and the assignment of officers to duty in charge of these sections, such officers will be, unless otherwise ordered, under the control and supervision of the chief signal officer of the department or division in which the lines are located.

10. Deviation at a single station from the rules established for the operation of military telegraph lines may seriously interfere with the efficiency of the entire line. The special duties, therefore, of officers in charge, and operators, should not be interfered with except in cases of grave military emergency.

11. Where telegraph lines are, by order of the Secretary of War, placed in charge of signal officers, these officers will be held responsible for the construction, maintenance, and operation of such lines. Commanding officers and others are required by existing orders to see that the special duties of such officers are not interfered with, and, upon proper application, will render any assistance in their power.

12. The regulations contained in this manual will govern in all matters pertaining to military telegraph lines maintained and operated by the Signal Corps.

13. "Any person or persons who shall willfully or maliciously injure or destroy any of the works or property or material of any telegraph line, constructed and owned, or in process of construction, by the United States, or that may hereafter be constructed and owned, or occupied and controlled, by the United States; or who shall willfully or maliciously interfere in any way with the working or use of any such telegraph line; or who shall willfully or maliciously obstruct, hinder, or delay the transmission of any communication over any such telegraph line, shall be deemed guilty of a misdemeanor, and, on conviction thereof in any district court of the United States having jurisdiction of the same, shall be punished by a fine of not less than one hundred nor more than one thousand dollars, or with imprisonment for a term not exceeding three years, or with both, in the discretion of the court." Act of June 23, 1874 (18 Stat. L., 250).

14. By authority of the Secretary of War, approved June 16, 1900, all matters relating to the handling of official and commercial business over the United States military telegraph and cable lines in Alaska, are under the direction and supervision of the Chief Signal Officer of the Army.

15. All wireless stations in any department which are maintained and operated by the Signal Corps are considered a part of the military telegraph system of that department.

## CHAPTER III.

### OFFICE RULES.

#### RECEIVING DEPARTMENT.

##### RULE 1.

**Conditions under which commercial messages may be transmitted.**

Commercial, press, and free messages (Rule 18) may be transmitted over the United States military cable and telegraph lines when of a lawful nature and when the lines are not needed for government use.

##### RULE 2.

**Messages to be on proper forms.**

Each message for transmission will be written upon the form provided for that purpose, and when not so written will be pasted to such form so as to leave the printed heading in full view above the message.

Official messages of the various departments or bureaus of the Government for transmission in part over commercial lines should be written on the blank forms furnished by the departments or bureaus, but if written on any other form and properly certified they will be accepted. (See Rule 17.)

##### RULE 3.

**Messages to be timed, etc., by receiving clerks.**

Each message will be timed by the receiving clerk, who will see that the place from, month, and day are correctly noted thereon; he will also carefully read each message before accepting it, and when necessary will make it plain by marginal notation before it is sent to the operator. Messages bearing back dates will under no circumstances be accepted.

**Entry on receiver's register.**

The principal offices will enter, by number, on form 135, at the time and in the order of their acceptance, all messages which are accepted for transmission. The personal signal of the receiving clerk will be entered immediately before or after the time of filing in the space for that purpose.

**Sunday's business.**

Sunday's business will be entered as a part of Saturday's business, except when the first day of the month falls on Sunday, in which case Sunday's business will be entered as a part of the business of the following Monday.

**Assistance to be rendered the sender.**

The receiving clerk should give any aid or explanation necessary to enable the sender to prepare his message so that errors or delays may be avoided.

**Changes in messages, misspelled words, etc.**

No change should be made in any message, but misspelled or abbreviated words may be courteously referred to the sender for correction. If the sender decline to make the correction, the message will be accepted as written, the provisions of Rule 10 being adhered to. Messages containing purposely misspelled words prepared with a view to avoiding full payment will not be accepted.

**Importance of address.**

The importance of the address can not be overestimated. When the address given seems insufficient, a better one should be requested.

**Unsigned messages.**

If a message be offered without signature, the sender's attention should be called to the omission, and if the sender then decline to sign the message, the receiving clerk will write in the place of the signature the words "Not signed."

**Messages sent by error to wrong destination.**

When an originating office learns that a message has been sent by error of the line to a wrong destination, it will at once forward the message to the proper address as a new message, and notify the office to which it has been improperly sent to file it without checking.

## RULE 4.

**Address of the sender to be recorded.**

The address of the sender of a message, unless it be well known, will be requested and recorded in alphabetical order, by date, in a book for that purpose. Any subsequent changes in address will be carefully recorded, by date, and the former address canceled.

**Messages transferred to other lines to be routed by sender, etc.**

The sender of a message addressed to "other line" offices, in case there be two or more connecting commercial lines at point of transfer, will be requested to indicate in writing his preference. The routing will be indicated by the receiving clerk inserting the initial letter of the company in the message, just before the destination. The letter "P" indicates the Postal and the letter "U" the Western Union. Operators will transmit and copy these routing instructions. Where no preference is indicated the messages will be equally distributed between the different commercial companies by the transfer office. If not indicated by the sender, the receiving clerk must supply the deficiency. The importance of indicating the routing in such cases can not be overestimated. Omission of such information frequently results in failure to make collection or delivery of the message. It is not necessary to indicate routing on government messages.



**Routing of collect answers to paid messages, etc.**

In every instance collect answers to paid messages must be routed back over the same line.

**Service messages to other line offices.**

Service messages pertaining to "other line" business will similarly indicate the routing by inserting the initial letter just before the destination or signature, as the case may be. Replies to service messages must invariably be addressed to the "other line" office from which the original is received. (See Rule 55.)

**Routing of messages where there is a difference in rates.**

Whenever the tariff over other lines from the transfer office to destination is not identical, the routing must be indicated invariably by the originating office and the transfer office will not deviate from the routing indicated by the originating office without authority from that office.

## RULE 5.

**During interruption of line, messages to be accepted "Subject to delay."**

If a message be offered when communication is known to be interrupted, it will be accepted only if the sender choose to leave it for transmission when communication is restored. Upon such a message write the words "Subject to delay" and request the sender to affix thereto his signature or initials. If he refuse to affix his signature or initials, the message will not be accepted. This requirement will not be waived. Claims for refunds of tolls on messages accepted during an interruption will not be honored.

It is not necessary to transmit the words "Subject to delay" in the check of messages accepted during an interruption to the line.

## RULE 6.

**Time of transmission and delivery not to be specified.**

All persons concerned are particularly cautioned against making any promises to patrons respecting the transmission or delivery of a telegram within a specified limit of time. The assurance that due diligence will be exercised is proper. The difference of time, if any, between the originating and delivering office should be mentioned. The difference in time between Seattle and Sitka is one hour; between Seattle and Valdez it is two hours; and between Seattle and Nome it is three hours.

## RULE 7.

**Prepayment of tolls and extension of credit.**

All messages will be prepaid except those covered by Rules 8, 17, and 18. Credit is not authorized.

**Answers to prepaid messages.**

An answer to a prepaid message or a message for which payment for transmission, or for special delivery, has been guaranteed by a responsible person, may be accepted "collect." The office accepting

and sending a message "collect" under any other conditions will be held responsible for the tolls thereon. (See Rules 8 and 56.)

#### RULE 8.

##### Guarantee deposits.

When a deposit has been made to guarantee payment for transmission, or for special delivery, the deposit will be returned after three days, if no notice of failure to collect the charges has been received. But if a notice of failure to collect be received, the amount due the line will be deducted from the deposit, and the remainder will be returned. (See Rules 50 and 51.)

A deposit for a ten-word reply will be required on messages requiring answers, except when filed by responsible persons.

A guarantee deposit will not be required on collect messages, sent by traveling agents or representatives, addressed to their home firms, provided the sender of such messages furnish satisfactory evidence of his connection with the firm addressed.

#### RULE 9.

##### Words to be counted in official messages.

All words in official messages, including address and signature, but excluding the name of the place from which sent, date and the words "official business," will be counted.

An official message containing less than twenty words is charged for as a twenty-word message by other lines, but the actual number of words contained in the message will be counted, and transmitted in the check. (See rules in tariff books of other lines regarding government messages.)

#### RULE 10.

##### Words to be counted and charged for in commercial messages.

A message of less than ten words will be charged for as a ten-word message.

##### Messages addressed to two or more persons—Extra words in signature, etc.

In prepaid commercial messages the words will be counted and charged for as follows:

All words in an extra date. (See Rule 16.)

All extra words in an address.<sup>a</sup>

All words, figures, and letters (as per Rule 11) in the body of a message.

All signatures, when there are more than one, except the last.

All words after the signature, whether title or otherwise.

<sup>a</sup> In the address of a message to one person, or to a firm, or to "Mr. and Mrs. ———," there are no extra words, but in the address of a message to either of two or more persons in the same place or town, as to "John Smith, or James Brown, 80 Wall street, N. Y.," there are three extra words, viz: "or James Brown," which will be included in the count and charged for. (See Rule 47.)

In the check, the words "report delivery," "delivery charges guaranteed," "report delivery charges," and "repeat back."

In collect messages the word "collect" in the check will be counted but will not be charged for.

When a message bears two or more addresses, and delivery is to be made to each address, it will be charged for as two or more messages, as the case may be.<sup>a</sup>

#### RULE 11.

Words to be counted and charged for in commercial messages.

In counting a message as directed in Rule 10, dictionary words, initial letters, surnames of persons, names of cities, towns, villages, States or Territories, or names of the Canadian provinces, will be counted and charged for each as one word. The abbreviations for the names of cities, towns, villages, States, Territories, and provinces will be counted and charged for the same as if written in full. In names of countries or counties all the words will be counted and charged for.

Abbreviations of weights and measures in common use, and cardinal points of the compass, will be counted each as one word.

To prevent liability to error, numbers and amounts should be written in words, and, when not so written, the receiving clerk will request that it be done. If the customer declines to write the amounts in words, the message will be accepted as written, and each figure will be counted as one word.

Figures, decimal points, and bars of division, and letters (except the pronounceable groups covered by the sixth paragraph of this rule) will be counted each separately as one word.

In ordinal numbers the affixes st, d, nd, rd, and th will each be counted as one word.

All pronounceable groups of letters, when such groups are not dictionary words or combinations of dictionary words, will be counted at the rate of ten letters or fractions of ten letters to a word. When such groups are made up of combinations of dictionary words, each dictionary word so used will be counted.

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<sup>a</sup> A message addressed, for example, to "W. Brown, 197 Broadway, and B. Wells, 60 Exchange place, N. Y.," or a message addressed, for example, to "W. Brown and B. Wells, 197 Broadway," will in each case be charged for as two messages. A message addressed to "J. B. Jackson and S. B. Smith, Senate Chamber, Washington, D. C.," will be charged for as two messages. A message addressed to Senators Jackson, Reid, and Preston, Washington, D. C.," will be charged for as three messages. The additional addresses will not be considered as extra words.

REMARKS.—The following examples will illustrate the application of this rule:

Van Dorne.....	1 word.	No. 185 22d st .....	8 words.
McGregor.....	1 word.	By x trm90.....	8 words.
O'Connor.....	1 word.	xyf194sm.....	8 words.
DeWitt.....	1 word.	10000000.....	8 words.
Brown, jr.....	2 words.	Ten millions.....	2 words.
New York (or N. Y.).....	1 word.	3d (or 3rd).....	2 words.
New York State.....	2 words.	10th.....	3 words.
Northwestern.....	1 word.	Amaurecis.....	1 word.
Nova Scotia (or N. S.).....	1 word.	Adbantia.....	1 word.
Prince William Sound.....	1 word.	Chancin.....	1 word.
St. Louis.....	1 word.	Interavis.....	1 word.
East St. Louis.....	1 word.	All-right (or alright).....	2 words.
North Carolina.....	1 word.	New Year.....	2 words.
Queen Anne County.....	3 words.		
New Mexico.....	1 word.	EXCEPTIONS.	
District of Columbia (or D. C.).....	1 word.	N. W.....	1 word.
North America.....	2 words.	A. M.....	1 word.
Santa Anna.....	2 words.	P. M.....	1 word.
Santa Clara.....	2 words.	F. O. B. (or fob).....	1 word.
United States (or U. S.).....	2 words.	C. O. D. (or cod).....	1 word.
lbs.....	1 word.	C. I. F. or C. F. I. (or cif or cifi).....	1 word.
cwt.....	1 word.	O. K.....	1 word.
hhd.....	1 word.	C. A. F. (or caf).....	1 word.
44.42.....	5 words.	per cent.....	1 word.
42B618.....	6 words.		
74½.....	5 words.		

Some senders of messages claim that such groups as "Cpr," "Chd," "Wss," etc., which are combinations of the initials of the names of firms or corporations, shall be counted as one word each. These claims can not be admitted, and each letter in such combinations must be counted as one word.

Pronounceable groups of letters must be transmitted in groups as written by the sender of the message, and must not be divided, although counted and charged for as more than one word.

#### RULE 12.

##### Checks of commercial messages.

The receiving clerk's check upon a paid or collect message will be made in accordance with the following examples:

The check of a ten-word message to a "this line" office will be, for example: "10 paid 25," or "11 collect."

The check of a ten-word message to an "other line" office will be, for example: "10 paid 25 and 30 via Chicago," or "11 collect 25 via Chicago."

The check of a ten-word message for special delivery from a "this line" office when the delivery charges are known will be, for example: "10 paid 25 and \$1 delivery," or "11 collect 25." (See note below.)

If the delivery charge be unknown the check will be, for example: "13 paid 31 report delivery charges," or "11 collect."

If the delivery charge from an "other line" office be, for example, 50 cents, and the "this line" and "other line" rates each 25 cents, the check will be: "10 paid 25 and 75 via Chicago," or "11 collect via Chicago." (The 75 includes the "other line" tolls and 50 cents for delivery.)

NOTE.—Offices connecting with "other lines" will note that in these checks the amount which indicates the "this line" tolls appears in the check before the amount for "other lines."

The check of a message containing words formed of pronounceable groups of more than ten letters (see Rule 11) will indicate the number of words charged for as well as the actual number of words in the text, regardless of the number of letters of which the words are composed.

Example:

11/10 paid.

CHICAGO, ILL., *June 8, 1908.*

JOHN DOE, *New York:*

Frank Badafa Legend Dagama Track Andrew Mammallarked  
Incrusted Luminous Home.

RICHARD ROE.

In the above message there is one double word, viz: Mammallarked, and by indicating the fact in the check as noted controversy between the operators will be eliminated. Operators will transmit and copy the check in full.

#### RULE 13.

Night messages for other lines.

Night messages for "other line" offices will be accepted at the rate prescribed therefor by the other lines, but full day rates will be charged for the military lines. In night messages, the word "night" will be inserted in the check and transmitted but will not be charged for.

#### RULE 14.

Request to report delivery.

If the sender of a message request a notice of its delivery, the receiving clerk will insert in the check the words "report delivery." (See Rules 10 and 46.)

Repeated messages.

If the sender request a repetition of his message, the receiving clerk will insert in the check the words "repeat back," and will charge a half rate for the repetition, in addition to the rate for the message. (See Rules 10 and 27.)

In such instances the words "report delivery" or "repeat back," as the case may be, will be included in the count and charged for at full rate.

**Service messages.**

Service messages will not be sent free for the information of customers, nor to correct their errors, but no service message shall be delayed for any cause whatever, nor shall any office decline to furnish promptly and explicitly information called for in any received service message. Such requests and replies should, however, be as brief as possible.

Service messages will be given preference in every instance.

Copies of such service messages as appear to have been improperly sent will be referred to the chief signal officer of the department for inspection.

## RULE 15.

**Special delivery.**

A message to be specially delivered beyond the free-delivery limits of the terminal office, and for which the delivery charge is not known, will be accepted upon the payment or guarantee of an amount sufficient to cover the telegraph tolls and the probable cost of delivery. The words "report delivery charges," when the charges are to be paid by the sender, or the words "delivery charges guaranteed," when they are to be paid by the addressee, will be inserted in the check of such message, and will be counted and charged for. (See Rules 8, 10, and 46.)

**Service message on special delivery.**

The service message reporting cost of delivery will not be charged for, but if a separate message be necessary to effect special delivery, a charge for a ten-word message will be made.

## RULE 16.

**Extra dates and forwarded messages.**

Whenever a message which has come over another line is offered at a place not indicated as the proper place for such message to reach the military line; or whenever a message is received at any office by mail to be forwarded by telegraph; or in case a person other than the addressee, having received a message, request the same to be forwarded to another place without alteration of any nature; or if a person leave before the arrival of an expected message and it be forwarded to him—in each of these instances the name of the place where the message originated and the date will be counted and charged for as a part of the message. For example, if the following message should pass over another line from Skagway to Fort Egbert, or through the mail, or be received by any other person than the addressee by telegraph or mail, or should arrive by "this" line after the addressee had left town, and a request be made that it be forwarded to Valdez, it would be sent as follows:

SKAGWAY, ALASKA, *June 7,*

via FORT EGBERT, ALASKA, *June 8, 1908.*

JOHN DOE, *Valdez, Alaska.*

Meet me next Monday, at ten o'clock in the forenoon.

RICHARD ROE.

This message would be checked "14 paid 4 extra," thus adding in and charging for, as a part of the message, the four words "Skagway, Alaska, June 7."

When a message, which is to be forwarded, is a "received collect" message, the forwarding office will check it so that the tariff from that office to destination shall appear in the check as "this line" tolls, and the tariff from the originating office to the forwarding office as "other line" tolls.

Suppose the tariff from Skagway to Fort Egbert to be 35 and 2, and from Fort Egbert to Valdez 25 and 2, and a ten-word message (as per above example) has been sent "collect" by Skagway to Fort Egbert, which the latter office is to forward to Valdez; Fort Egbert should check the message (counting four extra words), "15 collect 4 extra, 33 and 35." The "33" (tariff from Fort Egbert to Valdez) represents the "this line" tolls for fourteen words and the "35" (tariff from Skagway to Fort Egbert) represents the "other line" tolls for ten words.

Messages must, in every case, show the place of origin and the date.

No employee will be permitted to act as agent for the sender and by so doing change the point of origin.

Under no circumstances will the State, month, or date be omitted from forwarded messages. The year will not be included.

Whenever it becomes necessary to forward to a new address, on other lines, messages originating at offices on the Military Cable and Telegraph System of Alaska, a charge for a ten-word commercial message over the military line will be made on the service message directing the forwarding.

These service messages must be prepaid and be as brief as possible. The sending office, in transmitting such service messages, will check them "paid service," indicating the number of words, but the minimum charge will be made, the number of words being indicated to insure against omission of any part of forwarding instructions.

No charge will be made on a service message directing the forwarding of a message to a new address on the military lines when the message to be forwarded is one originally filed at an office on the military lines, nor will any charge be made on a service message directing the forwarding of a message to a new address on the military lines when the telegram to be forwarded is one originally filed at an office on the other line. In these two instances the military line receives a compensation for forwarding the message. The service message must always state whether forwarding charges are prepaid or to be collected, and the extra words must be carefully considered and charges made fully to cover.

No charge for these service messages will be made on account of other lines.

Foreign cablegrams can not be forwarded from the original destination.

#### RULE 17.

##### Official messages.

No message will be transmitted free except by orders from proper authority. By law, all official messages of the officers and agents of the several departments of the United States Government are transmitted free over the military telegraph lines when properly certified.

In accepting official messages for transmission over the United States Military Telegraph and Cable System of Alaska adhere strictly to the following:

The following certificate will be stamped or written on the message blank, when not already printed, and will be signed by the sender of the message, who will also indicate his rank and department or bureau of the Government to which the message pertains:

"I certify that the following telegram is on official business, and necessary for the public service, and will not bear the delay incident to the mails."

The following extract from General Orders, No. 180, War Department, Washington, D. C., October 26, 1905, will be furnished when necessary to each person mentioned on the list below as being authorized to send official messages over the United States Military Telegraph and Cable System of Alaska. Others who may wish to send such messages will also be furnished a copy when necessary, but their messages will not be transmitted until the orders of the chief signal officer of the department be received. Such matters will be submitted by telegraph to the chief signal officer of the department and instructions awaited before forwarding.

Whenever properly certified messages are presented for transmission and a doubt exists as to their being on official business, or the genuineness of the party presenting them, they will be transmitted and a copy submitted to the chief signal officer of the department.

##### Official messages, orders regarding.

[Extract from General Orders, No. 180, War Department, Washington, October 26, 1905.]

II. The requirements of paragraphs 1194, 1197, 1198, 1592, and 1593, Army Regulations, are held to be applicable to official telegrams sent over the United States military telegraph lines in Alaska and the Philippine Islands. These lines will be used only in cases of necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interest. In order to secure economy, officers are expected to observe the same degree of brevity in framing official messages as in the preparation of private telegrams.

The provisions of section 2, paragraph 1196, Army Regulations, with reference to the necessity of an officer submitting an explanation



when it is questionable whether a telegram is on official business, or whether the telegraph should have been used, are extended to telegrams sent over military telegraph lines in Alaska and the Philippine Islands. In case such explanation is not satisfactory, the officer filing the telegram will be charged therefor at the authorized commercial rates.

Division and department commanders are charged with the duty of scrutinizing telegrams received by them, in order to enforce compliance with the provision of this order. (1063454, M. S. O.)

By order of the Secretary of War:

ADNA R. CILAFFEE,  
*Lieutenant-General, Chief of Staff.*

Official:

F. C. AINSWORTH,  
*The Military Secretary.*

**Persons authorized to send official messages.**

Messages relating to public business from the following persons will be sent without charge when certified as above:

The governor of Alaska.

The secretary of Alaska.

Judges of the United States courts.

Clerks of the United States courts.

District attorneys and assistant district attorneys.

United States marshals and deputy United States marshals when in charge of offices or when in reply to official messages.

United States commissioners and assistant commissioners.

Collectors and inspectors of customs, and deputy collectors and inspectors when in charge of offices or when in reply to official messages.

Special agent, Department of Agriculture, and his authorized assistants when in charge of offices or when in reply to official messages.

Superintendents of schools.

School teachers communicating with superintendents only.

Collector of internal revenue, and his deputies when in charge of offices or when in reply to official messages.

Immigration inspector, and his authorized assistants when in charge of offices or when in reply to official messages.

Postmasters, only in the strictest legitimate business of the department.

Officials in charge of the U. S. Coast and Geodetic Survey.

Officers of the Revenue-Cutter Service.

Officials of the Government departments and bureaus of the United States.

Alaskan road commission and its authorized agents.

Railway Mail Service and authorized agents (not including mail contractors or carriers).

**Special authority to be obtained for official messages from persons other than above.**

Special authority must be obtained from the Chief Signal Officer of the Army or department before accepting for transmission as official business messages from persons not included in the foregoing list.

**Answers to commercial messages not accepted as official.**

Messages in answer to commercial messages will not be accepted as official messages.

**Answers to official messages.**

Messages in answer to official messages will be accepted and transmitted as official business when the telegrams to which they are answers are presented. They will invariably be sent "Collect Government, Answer" when for transmission over commercial lines.

**Other line tariff on official messages.**

The rates on government messages over the commercial lines in the United States are announced annually by the Postmaster-General, and are published in the tariff books of the commercial companies.

#### RULE 18.

**D. H. messages.**

Free messages known as "D. H." messages will be transmitted only when authorized by the chief signal officer of the department or the Chief Signal Officer of the Army. All such messages must be brief, not to exceed twenty words in length, except in extraordinary instances, when they may be extended to cover a few extra words. All D. H. messages will be written in plain English.

**Messages to be mailed.**

The telegraph will be used only in the case of urgency, and D. H. messages of little or no importance will not be transmitted. Messages to be mailed at destination must have postage paid thereon at time of filing. Such messages will be checked "D. H. and 2 mail." Postage will be accounted for as directed in Rule 63.

**Abuses of privilege.**

Any abuse of the foregoing privileges will be reported to the chief signal officer of the department.

**Sending office held responsible.**

The sending office will be held accountable for the usual tariff charges on messages not covered by this and the preceding rule.

**Service messages not free messages.**

Service messages will neither be regarded nor reported as free messages.

**Value of free messages to be computed.**

The value of every free message sent over the military lines, including those covered by Rule 17, will be computed at the ordinary commercial rate and reported in the monthly message report. (See instructions on Form 134.)

## RULE 19.

**Tariff on commercial and press messages.**

The tariff of commercial and press messages will be announced in tariff sheets by the Chief Signal Officer of the Army, or by his authority. No modifications or concessions in the rate will be made by any other authority.

## RULE 20.

**Profane or obscene messages.**

Messages containing profane or obscene language will not be accepted for transmission.

**CHAPTER IV.**  
**OPERATING DEPARTMENT.**

RULE 21.

**Official calls.**

An operator, when calling an office, will sign his own office call at short intervals, and will also sign it in answering calls. All calls should be answered promptly.

**Number sheets.**

The time at which calls are made will be registered on the back of the operator's number sheet. Number sheets will be dated and the offices will be written out in full.

RULE 22.

**Numbering messages, etc.**

The sending operator will number each message to the office to which he sends it, and will write after the number the call of that office, followed by the receiving operator's personal signal, his own personal signal, and the time of transmission, in the order mentioned.

**Messages bearing back dates.**

In transmission of a message bearing a back date, the date of forwarding will be indicated by encircling, thus (17), which will be indorsed immediately after the time of transmission.

**Acknowledgment of receipt.**

No telegram will be regarded as transmitted until acknowledged by the usual signal; but if a number of telegrams be sent in succession, the acknowledgment of the last may be regarded as an acknowledgment of all.

**Sending operator to regulate speed of transmission.**

The sending operator will regulate the transmission of a message to suit the ability of the receiving operator.

**Comparison of numbers, etc.**

It is of great importance that message numbers should be correct and be accurately recorded. Operators at both ends of the wire should always act upon the theory that missing numbers indicate lost messages, and should call the attention of the chief operator to each case. The receiving operator should never mark off a number without first seeing the message which bears it. Sent messages should be carefully examined as often as practicable to ascertain whether they are properly timed and the numbers correct.

## RULE 23.

**Order of transmission.**

In sending a message, the operator will observe the following order of transmission:

1. The number of the message.
2. The operator's personal signal.
3. The check of the message.<sup>a</sup>
4. The place from and the date of the message.
5. The address of the message.
6. The body and signature of the message.

**Copy to be followed.**

No alterations will be made. In case of a relayed message, any apparent errors should be brought to the attention of the receiving operator for verification before transmission to the next office.

## RULE 24.

**Transmission of checks and "other line" tolls.**

All the figures and words in the check of a telegram will be transmitted, except the amount of tolls in case of prepaid telegram to a "this line" office. Should, however, any collect telegram from an "other line" office reach destination without the amount of tolls in the check, the office of destination will still be held for both "this" and "other" line tolls. The omission of tolls in check will not be a sufficient reason for failure to collect the correct rate.

**Government messages.**

In government messages which pass in part over commercial lines, the words "paid" or "collect" must be transmitted in the check.

## RULE 25.

**Cause of delay to be noted and reported.**

When for any reason an operator can not transmit a message promptly, he will note the cause of delay upon the back of the message and will report the facts to the chief operator or operator in charge.

**Inability of operator not a reason for failure to transmit.**

The inability of an experienced operator to receive rapidly will not be deemed a sufficient reason for failure to transmit a message.

**When messages can not promptly be transmitted; collection of tolls on mailed messages, etc.**

Whenever through messages in course of transmission are stopped at a relaying office in consequence of an interruption of the line, and they can be forwarded to destination or to the next relaying office by mail with greater dispatch than would be the case if held until repairs

<sup>a</sup> The number of words given in the check of a message, accepted by the receiving clerk, will under no circumstances be altered by an operator. The inaccuracies will be brought to the attention of the receiving clerk for correction; neither will a check on a relayed message be altered without the authority of the sending office.

to the line are effected, they will be mailed to the operator in charge at destination, or to the next relaying office where communication can be had to destination. A copy of each message forwarded in this manner will be retained by each relaying office so forwarding. At the time of mailing the forwarding office will enter each message on a messenger's delivery sheet by number and mail to the operator in charge at destination or the next relaying office, who will, upon receipt of the message, acknowledge receipt of each by signature, time, and date. He will then return the delivery sheet to the forwarding office. Full tolls will be collected on all such messages, for by complying with Rule 5 the line will have performed its services in good faith. Upon the restoration of communication the message will be sent by telegraph, inserting on the check the words "Copy of message mailed on . . . (date)." The offices concerned will ascertain the number of messages mailed during the interval of interruption, and if all have not been received the forwarding office will transmit them by wire. The office at destination or the next relaying office will, in such case, file without delivery the messages which may later be received by mail.

#### RULE 26.

##### Messages to more than one address.

When a message is addressed, for example, to "A or B," for delivery to either, it will be transmitted as a single message. When a message is addressed, for example, to "A and B," or to several persons, for delivery to each of them, the manner of its transmission will be determined by the chief operator of the sending office, so as to use the facilities at his command to the best advantage. (See Rules 10 and 47.)

#### RULE 27.

##### Transmission of repeated messages.

Special care will be observed in sending and receiving a message requiring repetition, which should be from point of origin to destination. At the office of origin and at each repeating office an operator, upon receiving back a repeated message, will carefully compare it with his copy, underlining or checking each word, and if the repetition be found to be correct, he will write on the back of the message the words "Repeated back O. K.," with his personal signal and the personal signal of the operator who repeated back the message.

##### Telegraphic money transfers (Alaska only).

In transmission of telegraphic money transfers the following will be repeated back: Number of the certificate, name of payee, amount transferred, and name of payer. The same action will be taken in reporting the issue of the certificate. (See Rules 110 to 127, inclusive.)

## RULE 28.

**Duplicate transmission.**

If, to correct an error in a message or for any other reason, a second transmission becomes necessary, the sending operator will begin the second transmission with the word "Duplicate," which word the receiving operator will write conspicuously on the form above the message. A new number will be given and duplicate marks of transmission will be recorded thereon.

In such cases the date of filing, as well as the date of duplication, will be transmitted and copied. (See Rule 22 concerning back dates.)

This rule does not apply to messages which are duplicated immediately on request of the receiving operator on account of some cause making a second transmission necessary.

## RULE 29.

**Messages to be sent on date of filing.**

An office which is not kept open all night will, before closing, transmit its messages to their destination or to the nearest relaying office. The relaying office will forward all messages to their destination before closing. If, for any reason, any be left over until the next morning, they will be transmitted before new business, under the original date of filing. The date will not be changed to that on which forwarded. The date of forwarding will, however, be indicated. (See Rule 22.)

**Relay offices to clear before giving "good night."**

Relaying offices will clear all business for offices which do not keep open all night before giving such offices "good night," after which messages therefor will not be accepted from the public at the relaying office except with the understanding that they will be transmitted under date of the day following. Messages for such points from other offices will be accepted in the usual manner.

## RULE 30.

**Order in which messages are to be received.**

In receiving a message the operator will write the number of the message, the call of the sending office, sending operator's and his own personal signal, and the check of the message in the space above the words "Received at." He will write the name of his office immediately after and on the same line with the words "Received at," and the time of receipt also on the same line or immediately over the check. The acknowledgment of receipt will be made by transmitting the signal "O. K." and the receiving operator's personal signal and office call. If the message bear a back date, the date of receipt must also be written thus: "11-17." The last date indicates the date of receipt.

## RULE 31.

**Verification of checks, etc.**

The receiving operator will count the words, verify the check, and otherwise satisfy himself that the message is correct. He will also see that his copy is legible and not liable to be misread. He will challenge all words that appear doubtful, and when confirmed by the sending operator they will be underscored.

**New number to be given postponed corrections, etc.**

If for any reason a message can not be promptly completed or correction made, the number and time of receipt will be erased and the sending office will assign the number to the next message transmitted. When corrections shall have been accomplished, a new number and new time of receipt will be given.

## RULE 32.

**Operators not to refuse messages.**

No operator will refuse to receive any message offered by an operator at another office. Should there be any doubt as to the propriety of a message, it will be accepted and a copy submitted to the chief signal officer of the department.

**Contention for circuit.**

Contention for circuit is positively forbidden.

**Operators' signals.**

No operator will change his personal signal without the consent of the operator in charge or chief operator, nor will any two operators in the same office use the same signal.

## RULE 33.

**No admittance to operating rooms.**

The operator in charge or chief operator will refuse to admit to the operating room any person not an employee under his own direction, except when permission to enter has been given by the officer in charge or other competent authority.

**Chief operator and operators in charge.**

At offices where officers are in charge, the senior noncommissioned officer detailed to perform the duties of a chief operator will be designated "chief operator;" and at offices where there be no officer and the senior noncommissioned officer in charge performs all the functions of the office, he will be designated "operator in charge."

## RULE 34.

**Official correspondence by wire.**

Official correspondence by wire will be limited to matters of an urgent nature that will not bear the delay incident to the mails. The mails shall be used for all correspondence that will not suffer by delay.



**Privileges not to be abused.**

The transmission by wire of messages or notes free of charge for friends or acquaintances of operators or other employees is not permissible; neither will operators or others in the military service pervert to improper use the privileges granted in Rule 18.

## RULE 35.

**Comparison of number sheets.**

At each office, before closing, the operators will examine the number sheets and exchange number reports of the day's business with other officers, and immediately correct any errors discovered. When unavoidable, a service message will be sent the following morning, comparing numbers. This message must be answered only when the comparison is found to be incorrect, otherwise it must be filed unanswered. Service messages must be reduced to the fewest words necessary to convey the information intended.

**"Sent" messages to be scrutinized.**

At each office it will be made the duty of some one to scrutinize before filing for record all "sent" messages to see that they bear the proper indication of transmission. The utmost care must be taken to prevent unsent messages from being placed with those which have been sent.

**Duplicated numbers.**

Whenever duplicate numbers are discovered, a description of both messages should be wired to the distant office, where an immediate search of the files will be made with the view of preventing the loss of one of the messages and adjusting the numbers. The duplicated number will be made  $\frac{1}{2}$ . For example: If two messages bearing number 50 are transmitted and the fact is not discovered until some time afterwards, the one last sent will be made number 50 $\frac{1}{2}$ .

## RULE 36.

**Wire tests.**

The operator in charge at a testing office will make early morning tests of the wires and see that the necessary orders to linemen are given and acted upon without delay. He will make every effort to have the circuits ready for business at the opening hour.

**Directions to linemen.**

In giving directions to linemen, care will be taken to definitely locate the trouble, and to state its nature as accurately as possible.

**Right of circuit for "wire."**

The word "wire" will be recognized as giving the right of circuit at all times for testing purposes.

**Office diary.**

The operator in charge, or the chief operator of the principal offices, will keep a daily record of all interruptions and incidents

which occur in the working of the lines. In making entries, the time of tests, interruptions, removal of faults, etc., will always be stated; also all information that may be of value for future reference. Offices will not be referred to by their calls.

RULE 37.

**Ground wire.**

The ground wire at intermediate offices will be used only in the event of an interruption of the circuit, and then only to notify the chief or testing operator concerning the interruption and to receive his instructions.

RULE 38.

**Instruments to be cut out at night.**

Before closing an office temporarily or for the night, its instruments will be cut out, care being taken that the circuit through the switch or cut-off is complete.

RULE 39.

**Office hours, etc.**

At offices where there are two or more operators on duty, meal hours will be arranged so that a sufficient force shall be on duty at all times.

At offices where there are two or more operators on duty, the hours of duty will be so arranged that, under ordinary circumstances, seven hours shall constitute a day's work.

A reduction of one-half hour will be arranged for night work. When necessary, these hours of duty will be extended to meet the demands of the service.

RULE 40.

**Order of priority.**

1. Official and military messages will have precedence. Subject to modification in orders from the War Department, or by order of the commanding general of the army in the field, important dispatches will be usually sent in the following order of priority, due regard being had to the relative urgency of messages in the same class:

First. Those relating to the movement or administration of the army in the field, and of the navy.

Second. Other messages relating to the army, to the navy, and to governmental departments or bureaus of the United States.

Third. Messages of state, territorial, or other civil officials relating to public business.

Fourth. Messages between diplomatic agents of neutral governments.

Fifth. Press messages.

Sixth. Miscellaneous business, those relating to death or serious illness having priority.

Unimportant dispatches of any class must not, however, be given precedence over important dispatches of a subordinate class.

2. Dispatches containing matter deemed to be injurious to the public interests must be submitted to the commanding general for his orders relative to their transmission. On detached lines such messages will be submitted to the senior officer or noncommissioned officer for his action.

#### RULE 41.

##### Testing instruments.

Where the importance of the office justifies, means will be provided for making regular tests of the electrical condition of the lines. Reports of the tests will be sent to the chief signal officer of the department, or the officer in charge, as the case may be. Detailed instructions for making these reports will be given on the blank form provided for that purpose. Instructions for making tests may be found in Signal Corps Manuals Nos. 3 and 4.

#### RULE 42.

##### Care of batteries; weekly examination to be made by operator in charge.

The operator in charge of an office where the main batteries are located will be held strictly responsible for the good condition of these batteries at all times. Batteries will never be wholly taken down, but will be cleaned and renewed by sections. The cleaning and renewing of batteries will always be timed so as not to interrupt communication or in any way interfere with the efficiency of the lines. Chief operators will see that this paragraph is strictly complied with, and to that end will give fully the necessary instructions.

The operator in charge will examine personally, each Saturday, the batteries in use and cause the cells to be carefully wiped off with a moist cloth. Should any cell be found to leak or to be otherwise defective, it will be at once removed and repaired or replaced. The binding screws and the ends of the small connecting wires in batteries will be kept scrupulously clean, to insure good connections, and the cells kept at least 1 inch apart, to prevent contact. The cells should rest on a painted, dry, wooden base to insulate them from each other and from the earth, and care be taken to prevent any escape of liquid by which a connection might be formed between the jars.

No battery will be permitted to freeze, for while frozen the current is very much impaired or altogether suspended. Heat being a promoter of chemical action, a battery while warm works most vigorously. In a very warm climate, however, it should be kept in a cool place to reduce evaporation and unnecessary waste of material.

Fresh water will be added as often as necessary to keep the zines in gravity cells completely immersed at all times, and blue vitriol should be dropped into the jar as it is consumed, care being taken that

it goes to the bottom. The blue color will be kept as high as the top of the copper, but must never reach the zinc. When the quantity of sulphate of zinc in solution becomes too great, a portion of the top of the liquid will be drawn with a syringe and replaced with clean water. A hydrometer is convenient to test the strength of this solution. When the specific gravity is less than 15 degrees there is too little sulphate of zinc; when it is 30 degrees or over there is too much in solution, and it will be diluted. When the zincs become coated so as to interfere with the action of the battery they will be taken out, scraped clean, and washed. A zinc should last at least two months. A main line battery should not consume more than  $1\frac{1}{2}$  pounds of sulphate of copper per month per cell and a local not more than 2 pounds per month.

**Magnet bars on relays and sounders, and wire connections, underneath, to be examined.**

The inside of magnet bars on relays and the underside of same on sounders, as well as the ends of iron magnet cores, should be examined frequently and the rust which forms removed; also the fine-wire connections under relays and sounders should be scraped clean several times during the year, as these fine-wire connections corrode very fast and prevent good working of the line on account of increased resistance.

**Switchboards.**

Switchboard plugs and plug holes should be kept bright and clean at all times so as to insure good connections. Switchboards should be watched very closely in moist climates, as the copper strips that connect on the back of the board corrode, and this corrosion forms a mineral solution by the chemical action of the air which impregnates the woodwork and is deposited therein as metallic copper, which causes more or less of a cross between the strips. Cases have occurred where the efficiency of the line was badly impaired from this cause. When such cases in switchboards appear it should be reported to the officer in charge for replacement or repair as the case may require.

**Lightning arresters.**

The lightning arresters should be kept clean and free from dirt or moisture and will invariably be taken apart and examined after a thunderstorm.

RULE 43.

Special signals.

The following special signals are authorized:

- |  |  |
|--|--|
| 1. Wait a moment.                        | 25. Busy on other wires.               |
| 4. Start me, or, where.                  | 27. Adjust your magnet.                |
| 5. Have you anything for me?             | 30 or N. M. Circuit closed or no more. |
| 7 or 77. Message for you.                | 44. Answer quick.                      |
| 9. Important military message, give way. | 73. Accept compliments.                |
| 13. Do you understand?                   | 18. What is the matter?                |
| 92. Deliver (ed).                        | Wire. Test, give way.                  |

Operators will in all cases give way for signal 9, and for "wire."

Authorized abbreviations.

The following abbreviations are authorized:

- |                            |                                 |
|----------------------------|---------------------------------|
| Ahr. . . . . Another.      | G R. . . . . Government rate.   |
| Ans. . . . . Answer.       | N M. . . . . No more.           |
| Ck. . . . . Check.         | O B. . . . . Official business. |
| D H. . . . . Deadhead.     | O K. . . . . All right.         |
| G A. . . . . Go ahead.     | Opr. . . . . Operator.          |
| G E. . . . . Good evening. | Qk. . . . . Quick.              |
| G M. . . . . Good morning. | Sg. . . . . Signature.          |
| G N. . . . . Good night.   | Wo. . . . . Who.                |

Telegraph alphabet.

LETTERS.

	Morse.	Continental.
A	· —	— —
B	— · —	— — —
C	— · — ·	— — — —
D	— — ·	— — — —
E	·	—
F	· — · —	— — — —
G	— — — ·	— — — —
H	— · — ·	— — — —
I	· —	— —
J	· — — —	— — — —
K	— — — —	— — — —
L	— — — —	— — — —
M	— — — —	— — — —
N	— —	— — — —
O	— — —	— — — —
P	— — —	— — — —
Q	— — — —	— — — —
R	— — — —	— — — —
S	— — —	— — — —
T	— —	— — — —
U	— — —	— — — —
V	— — — —	— — — —
W	— — — —	— — — —
X	— — — —	— — — —
Y	— — — —	— — — —
Z	— — — —	— — — —
&	— — — —	— — — —

NUMERALS.

1	— — — —	— — — —
2	— — — —	— — — —
3	— — — —	— — — —
4	— — — —	— — — —
5	— — — —	— — — —
6	— — — —	— — — —
7	— — — —	— — — —
8	— — — —	— — — —
9	— — — —	— — — —
0	— — — —	— — — —

## PUNCTUATIONS, ETC.

Period.....	---	..
Colon.....	---	---
Semicolon.....	---	---
Interrogation.....	---	---
Exclamation.....	---	---
Fraction line.....	---	---
Dash.....	---	---
Hyphen.....	---	---
Pound sterling.....	---	---
Capitalized letter.....	---	---
Colon followed by quotation.....	---	---
Dollar mark.....	---	---
Decimal point.....	Spell "dot."	---
Comma.....	---	---
Paragraph.....	---	---
Underline (begin).....	---	---
Underline (end).....	---	---
Parenthesis (begin).....	---	---
Parenthesis (end).....	---	---
Quotation marks (begin).....	---	---
Quotation marks (end).....	---	---
Quotation within a quotation (begin).....	---	---
Quotation within a quotation (end).....	---	---
Apostrophe.....	---	---

## COMMON ABBREVIATIONS.

[In use in United States telegraph services.]

Abt.....	About	Ca.....	Came
Af.....	After	Cg.....	Seeing
Agn.....	Again	Chg.....	Charge
Amn.....	American	Cr.....	Care
Amt.....	Amount	Ct.....	Connect
Anr.....	Another	Cty.....	City
Ar.....	Answer	Cvl.....	Civil
Arv.....	Arrive	Cx.....	Capital letter
Atk.....	Attack	Col.....	Collect
Atl.....	Atlantic	Ch.....	Check
Awa.....	Away	Da.....	Day
Awi.....	Awhile	Dd.....	Did
Ax.....	Ask	Deg.....	Degree
Ay.....	Any	Dld.....	Delivered
B.....	Be	Dr.....	Doctor
Bal.....	Balance	Drk.....	Dark
Bd.....	Board	Dux.....	Duplex
Bdl.....	Bundle	D. H.....	Deadhead
Bf.....	Before	Ea.....	Each
Bg.....	Being	Ed.....	Editor
Bn.....	Been	Eng.....	Engine
Bot.....	Bought	Etc.....	Et cetera
Bro.....	Brother	Ev.....	Ever
Bk.....	Break or back	Evn.....	Even
Bt.....	But	Exa.....	Extra
Btn.....	Between	Fl.....	Feel
Btr.....	Better	Fld.....	Field
Bu.....	Bushel	Flg.....	Feeling
Byd.....	Beyond	Flo.....	Flow
Bz.....	Business	Flt.....	Felt
Bat.....	Battery	Fm.....	From
Bbl.....	Barrel	Fri.....	Friday
C.....	See	Frt.....	Freight

Gr. . . . .	Ground	Mch. . . . .	Machine
G. B. A. . . .	Give better address	Mcy. . . . .	Machinery
G. A. . . . .	Go ahead	Md. . . . .	Made
G. S. A. . . .	Give some address	Mem. . . . .	Member
G. M. . . . .	Good morning	Mfd. . . . .	Manufactured
G. E. . . . .	Good evening	Mgr. . . . .	Manager
G. N. . . . .	Good night	Mh. . . . .	Much
Gen. . . . .	General	Mil. . . . .	Military
Ger. . . . .	German	Min. . . . .	Minute
Gg. . . . .	Going	Mk. . . . .	Make
Gu. . . . .	Guard	Mkg. . . . .	Making
Gv. . . . .	Give	Mkr. . . . .	Maker
Gvg. . . . .	Giving	Mks. . . . .	Makes
Hb. . . . .	Has been	Mkt. . . . .	Market
Hhd. . . . .	Hogshead	ML. . . . .	Mail
Hld. . . . .	Held	Mng. . . . .	Morning
Hlm. . . . .	Helm	Mny. . . . .	Many
Hm. . . . .	Him	Mo. . . . .	Month
Hnd. . . . .	Hundred	Mon. . . . .	Money
Hon. . . . .	Honorable	Mrl. . . . .	Marshal
Hpn. . . . .	Happen	Msg. . . . .	Message
Hqrs. . . . .	Headquarters	Msk. . . . .	Mistake
Hr. . . . .	Here	Mst. . . . .	Must
Hs. . . . .	His	Mv. . . . .	Move
Hu. . . . .	House	Myn. . . . .	Million
Hv. . . . .	Have	Na. . . . .	Name
Hw. . . . .	How	Nd. . . . .	Need
Ify. . . . .	Infantry	Nec. . . . .	Necessary
Imp. . . . .	Import	Neg. . . . .	Negative
Ix. . . . .	It is	Ni. . . . .	Night
Ixu. . . . .	It is understood	No. . . . .	No, and New Orleans
Kp. . . . .	Keep	Nun. . . . .	None
Kpg. . . . .	Keeping	Nv. . . . .	Never
Kpt. . . . .	Kept	Nw. . . . .	Now
Kw. . . . .	Know	Nx. . . . .	Next
Kwg. . . . .	Knowing	N. M. . . . .	No more
Kws. . . . .	Knows	Ofc. . . . .	Officer
Las. . . . .	Last	Ofr. . . . .	Offer
Lat. . . . .	Latitude	Ofs. . . . .	Office
Lft. . . . .	Left	Opr. . . . .	Operator
Lit. . . . .	Little	Ot. . . . .	Out
Lk. . . . .	Like	Otr. . . . .	Other
Lt. . . . .	Lieutenant	Ov. . . . .	Over
Lv. . . . .	Leave	O. K. . . . .	All right
Lvg. . . . .	Leaving	Pc. . . . .	Per cent
Lvs. . . . .	Leaves	Pd. . . . .	Paid
Lyg. . . . .	Lying	Ph. . . . .	Perhaps
Ma. . . . .	May	Pha. . . . .	Philadelphia
Mab. . . . .	May be	Pm. . . . .	Postmaster
Maj. . . . .	Major	Po. . . . .	Postoffice
Mar. . . . .	March	Pod. . . . .	Post-office Department
Mas. . . . .	Master	Pot. . . . .	President of the
Mat. . . . .	Material	Potus. . . . .	President of the United
Max. . . . .	Maximum		States

Pr.....	President	St.....	Street
Pra.....	Pray	Sta.....	State
Prt.....	Part	Stn.....	Station
Pt.....	Present	Sto.....	Store
Qk.....	Quick	Str.....	Steamer
Qmg.....	Quartermaster-General	Sur.....	Surround
Qr.....	Quarter	Sv.....	Seven
R.....	Are	Svc.....	Service
Rc.....	Receive	Svd.....	Served
Rcd.....	Received	Sve.....	Serve
Rcg.....	Receiving	Svg.....	Serving
Rcr.....	Receiver	Svl.....	Several
Res.....	Receives	Swo.....	Swore
Rct.....	Receipt	Sx.....	Dollar mark
Rek.....	Wreck	Sy.....	Say
Rht.....	Right	S. Y. S.....	See your service
Rlf.....	Relief	T.....	The
Rp.....	Report	Tan.....	Than
Rpt.....	Repeat	Tg.....	Thing
Rr.....	Railroad	Tgh.....	Telegraph
Ru.....	Are you	Tgm.....	Telegram
Ruf.....	Rough	Tgr.....	Together
Ry.....	Railway	Tgy.....	Telegraphy
Sa.....	Senate	Th.....	Those
Scotus.....	Supreme Court of the United States	Thk.....	Thank
Sd.....	Should	Tho.....	Though
Sdn.....	Sudden	Thr.....	Their
Sec.....	Section	Ti.....	Time
Sed.....	Said	Tk.....	Take
Sem.....	Seem	Tkg.....	Taking
Sen.....	Seen	Tkn.....	Taken
Sh.....	Such	Tkt.....	Ticket
Shf.....	Sheriff	Tlk.....	Talk
Shl.....	Shall	Tm.....	Them
Sig.....	Signature	Tn.....	Then
Sik.....	Sick	Tnd.....	Thousand
Sis.....	Sister	Tni.....	Tonight
Slf.....	Self	Tnk.....	Think
Slo.....	Slow	Tr.....	There
Slr.....	Sailor	Tru.....	Through
Sm.....	Some	Ts.....	This
Sma.....	Small	Tse.....	These
Sn.....	Soon	Tt.....	That
Suc.....	Since	Ttt.....	That the (5)
Snd.....	Send	Tuf.....	Tough
Sur.....	Sooner	Tw.....	Tomorrow
Snt.....	Sent	Ty.....	They
Sor.....	Soldier	U.....	You
Sp.....	Ship	Uc.....	You see
Spfy.....	Specify	Un.....	Until
Spl.....	Special	Uni.....	United
Spo.....	Suppose	Upn.....	Upon
Ss.....	Steamship	Ur.....	Your
		Urg.....	Urge



Val..... Value	Wr..... Were
Vy..... Very	Ws..... Was
W..... With	Wt..... What
Wa..... Way	Wu..... Western Union
Wat..... Water	Wy..... Why
Wd..... Would	Y..... Year
Wea..... Weather	Ya..... Yesterday
Wg..... Wrong	4..... Please start me, or, where
Wh..... Which	5..... Have you anything for me
Wi..... Will	9..... Important official message
Wit..... Witness	13..... Understand
Wl..... Well	25..... I am busy now
Wlk..... Walk	30..... No more
Wn..... When	73..... Accept best regards
Wnt..... Want	77..... Message for you
Wo..... Who	92..... Deliver
Wom..... Whom	“Wire”—Give instant possession of line
Wos..... Whose	for test.

The use of the foregoing abbreviations in transmitting the text of messages over the Signal Corps lines will not be permitted.

RULE 44.

To save time of clerks and operators in the preparation and transmission of service messages, the following code will be used:

SERVICE MESSAGE CODE.

Code word.	Meaning.	Example.
Cancel.....	Cancel and file.....	Our 41, New York (date), Briggs, signed Hooper, cancel.
Collect.....	Collect there, payment refused.....	Your 75, Chicago (date), Weld, signed Paterson, collect.
Colunk.....	Collect there, addressee unknown.....	Your 31, Buffalo (date), Henry W. Gerrish, 21 Monmouth street, East Boston, signed Gerrish, colunk.
Deld.....	Delivered O. K.....	Yours 117 of 31st, Wilson, deld.
D. F. S.....	Disregard former service.....	
Dup.....	Duplicate quickly from original, word not understood.	Your 91, Armour (date), tenth Abhor, dup.
G. B. A.....	Give letter address. Unknown at address given. Not in directory.	Your 94, N. Y. (date), Wm. Newcomb, 31 Broad street, signed Foss, G. B. A.
H. A.....	Hurry answer.....	Our 83 (date), Price, McCormick, signed Jones, H. A.
H. C.....	Hurry press check.....	Transcript 30th, H. C.
Locked.....	Place closed. Will deliver soon as open.	Your 94, Hartford (date), Conkling, signed Franch, locked. (Service messages reporting nondelivery to business houses that are closed for the day are unnecessary. (See Rule 52.)
Missing.....	Missing number, describe.....	Your 16 (date) missing.
Ornard.....	Original not received. Have delivered duplicate with explanation. Please trace.	Your 90 (date), Chicago, Swift, Boston, signed Swift, Ornard.
R. F. O.....	Repeat from original. Message not understood.	Your 204 (date), Boston, Smith, signed Henry, R. F. O.
S. O. S.....	See our service.....	
S. Y. S.....	See your service.....	
Try.....	See your (insert number of service message). Try to deliver at.	Your 42 (date), try 37 South street.
Undeld.....	Undelivered. Addressee said to have left.	Your 38, St. Louis (date), F. H. Webster, signed James, undeld.

## CHAPTER V.

### DELIVERY DEPARTMENT.

#### RULE 45.

##### Messages to be copied, etc.

Each message for delivery will be numbered, copied, and inclosed in the proper envelope, which will be sealed and plainly addressed in ink.

##### Collection of tolls.

When tolls are to be collected, the amount in figures will be written in ink upon the envelope and also upon the messenger's delivery sheet. Credit is not authorized.

##### "Other line" collect messages.

Should any collect message from an "other line" office reach destination without the amount of tolls in the check, the office of destination will still be held for both "this" and "other" line tolls, the omission of tolls in check not being a sufficient reason for failure to collect the correct rate.

##### Delivery register.

Messages received for delivery will be entered on Form 136 in the order of their receipt.

#### RULE 46.

##### Instructions of the sending office as to delivery to be observed.

Instructions from the sending office in regard to the delivery of a message should be carefully observed. If the address on the message received be at variance with that registered in the book of addresses, the address of more recent date will be tried first.

##### Report of delivery.

A request to "report delivery" (see Rule 14) will be answered by a collect message, stating the time of delivery, or, if not delivered, the reason why. A request to make the check D. H. of a collect service message will not be complied with. An office receiving a collect reply to a request to "report delivery," "get answer," etc., may, however, for sufficient reason, refer the case to the chief signal officer of the department for adjustment.

#### RULE 47.

##### Messages addressed to more than one person.

When a message, addressed, for example, to "A" or "B" is received it will be delivered to either one or the other of the addresses. (See Rules 10 and 26.) It should not be delivered to both addresses.

## RULE 48.

**Messages requiring answers.**

When a message requires an answer, the letter "X" will be plainly written on the envelope, and the messenger will be instructed to make diligent effort to obtain such answer. Should he fail to obtain it, he will report the reason to the delivery clerk. Messengers will, in all cases, be supplied with the proper blanks on which answers can be written.

The letter "X" will be placed in the check of each message to which an answer is desired, this letter "X" to immediately follow the usual check, thus: 10 X, or, 10 collect X.

Receiving clerks will place the letter "X" in the check and operators will transmit and copy it.

Delivery clerks will observe the checks of all messages for delivery and place a letter "X" upon the envelope of each message bearing this signal. They will also place the letter "X" upon the delivery sheet opposite the number of the message and see that all proper efforts are made to get a reply.

Delivery clerks should instruct all messengers and make sure that they understand that the letter "X" upon the envelope means that the sender of the message desires a reply. Messengers must always ask the person to whom any message is delivered if he wishes to send an answer, but they should be specially careful to report to the delivery clerk the reason for any failure to obtain a reply to a message marked "X." Messengers will familiarize themselves with the rates, routes, and rules in force.

**Willful disclosure of contents of messages, etc.**

The willful disclosure or change of the contents of any message, or the destruction or delay of a message, is a violation of law, punishable by fine and imprisonment. Operators and all other employees are cautioned accordingly.

## RULE 49.

**Free delivery limits.**

Messages will be delivered free within a radius of one-half mile from the office in any city or town of less than 5,000 inhabitants, and within a radius of 1 mile from the office in any city or town of 5,000 or more inhabitants. Beyond these limits only the actual cost of the delivery service will be collected; the delivery clerk, will, however, see that such cost is as reasonable as possible.

## RULE 50.

**Special delivery.**

If the services of a special messenger be required, and the special delivery charges have not been provided for, the sending office will be promptly notified by telegraph of the cost of delivery, and that office

will endeavor to collect the charges from the sender, who, if he pays or guarantees the delivery charges, will also pay for the message ordering special delivery or guarantee the collection of the tolls thereon. If the sending office be unable to collect, or if a reply from the sending office to the notice be not promptly received, a copy of the message will be mailed to the addressee, and if another copy be afterwards delivered, the word "Duplicate" will be plainly written across its face. In case of a collect message, a postal card notice, Form 137-A, will be mailed, the date of mailing to be indorsed on back of envelope containing the message.

#### RULE 51.

##### **In case of failure to collect delivery charges.**

When special-delivery charges which have been guaranteed (see Rules 8 and 50) can not be collected by the office making the delivery, the sending office will be immediately notified by a service message of the failure to collect and of the amount of the charges.

#### RULE 52.

##### **Notices to addressees of undelivered messages.**

When a message can not be delivered because the addressee's place of business or residence is closed, or because no authorized person can be found to receive the message, the messenger will leave a notice (Form 137-B) at the place of address. The undelivered message will then be returned to the office, with the reason for nondelivery indorsed upon the envelope, and will be delivered as early thereafter as possible. Should subsequent efforts to accomplish delivery result in failure, a notice will be left each time as an evidence of the fact that proper action was made to make delivery. The stubs of Form 137-B will be preserved. If the addressee be reported to have left town, a notice on Form 137-B will nevertheless be left at the place addressed. A postal-card notice will also be mailed. This to insure delivery in case the addressee returns unexpectedly or at a subsequent date.

If the addressee call for the message while in the hands of the messenger he may be permitted to see the retained copy and, if he desires, make a copy thereof, but a receiving blank will under no circumstances be furnished, nor will a second copy be made on a receiving blank by anyone connected with the service. (See Rules 76 and 77.)

Service messages reporting nondelivery of messages addressed to business houses that are closed for the day are unnecessary. Persons likely to receive messages after business hours should be requested to designate some place where prospective urgent messages may be delivered.

## RULE 53.

**Messages not to be delivered to persons unauthorized to receipt for same.**

A message must not be left with a janitor or porter of a building for delivery by him, nor be slipped under a door, nor left in a letter box, unless the addressee has filed a written request for such delivery.

## RULE 54.

**Messengers to obtain receipts.**

A messenger will obtain a receipt on the delivery sheet for each message delivered, which receipt will include the name of the person to whom delivery is made and the time of delivery. Initials only will not be accepted. A messenger will in no case receipt for an addressee except when the addressee has authorized in writing such action and when the messages are to be mailed. In the latter case the time of mailing will be indicated and the messenger's full name indorsed on the delivery sheet. These messages will be put in the post-office and not dropped in street or office letter boxes. Request for return after a given time should be indorsed on the envelope of all messages mailed.

**Messages delivered to connecting line.**

Messages delivered by messenger to a connecting line will be treated the same as if delivered to an addressee.

Messages delivered by telephone will be entered on a delivery sheet and the time, name of person receiving the message over the telephone, and name of clerk transmitting the message, with the word "telephoned," will be indorsed in the proper place on the delivery sheet. The message will be held for future delivery by messenger or by mail. If the addressee should call for the message in person, he will be required to sign his name immediately under that of the person who received the message over the telephone. If such delivery be at a later date, the date of delivery will be indicated.

**Deliveries by telephone.**

The utmost care should be taken in telephoning messages. Before sending the message, ascertain the name of the person at the receiver, and never send the message to any person other than the addressee except when requested to do so by the addressee. Upon completion of the transmission the message should be repeated back to make sure that no errors have occurred.

**Messengers' books to be examined.**

The delivery clerk will examine the delivery sheets or books of messengers on their return from each service, and at the close of the day, to see that correct delivery has been made and that all proper notifications have been given.

## RULE 55.

**Nondelivery of messages.**

When a message can not be delivered because of wrong or inadequate address, or because the addressee is not known, or for any other reason, a record of the facts will be made upon the envelope of the undelivered message, and the sending office will be promptly notified by telegraph of the nondelivery; the service message giving such notice will contain the date, address, and signature of the message as received, and the reason for the failure to deliver. On receipt of such notice the sending office will compare addresses and will correct by telegraph any error that may be found. If no error appears, notice will be given to the sender of the message, who, if he desires to change the address, must either send a new message or pay for the service message necessary to change the address of the original. (See Rule 52.) Pending the correspondence as to "better address," the receiving office will mail a postal card notification (Form 137-A), indorse on back of envelope the date of mailing such notice, also the date of the notification to the sending office. Should the postal card be returned by the Post-Office Department it will be securely attached to the message and filed for record.

If delivery be accomplished at a subsequent date, the sending office will be notified by brief service message, and if the message be a "collect" the service message will state whether tolls were collected from the addressee. Double collections must not occur.

**Messages not to be destroyed.**

A message which from any cause has failed of delivery will be filed with other business; it will not be destroyed because of that or other reason, nor will a request to that effect be complied with.

**Replies to service messages.**

A reply to a service message must in all cases be addressed to the person from whom the message is received. The failure to observe this manner of correspondence may cause delay and annoyance.

EXAMPLE.—If any office receive a service message from New York signed "Service," the reply to such service must be addressed "Service," New York. (See Rule 4.)

## RULE 56.

**Delivery of collect messages without payment.**

If the addressee of a collect message refuse to pay for the same, the message will nevertheless be tendered him, and, unless the message be an answer to a D. H. or to a paid message, notice of the failure to collect will be at once given to the sending office by service message, in order that tolls may be obtained from the sender of the message. (See Rule 7.)

**Uncollectible messages.**

All uncollectible messages will be noted on check reports, giving dates, amounts, and destination, or origin as the case may be, in each case.

**Delivery of messages at intermediate offices.**

If, for any reason, the addressee of a message to an office on the military line call at a relaying office and request to see a copy of the message, he may, if known to the operator in charge, or furnishes satisfactory evidence that he is the person for whom the message is intended, be permitted to see it and if he desire may make a copy thereof, but Rules 52, 76, and 77 will be adhered to. A receipt on the messenger's delivery sheet will be required. If the message be prepaid, the office at destination will be informed by a brief service message that the addressee has seen the message at the relaying office. If it be a collect message, full tolls from originating office to original destination, as given in the message, will be collected by the operator in charge at the relaying office, and the office at destination so informed by service message. The tolls collected will be remitted to the chief signal officer of the department by the relaying office, but must not appear on invoice or statement of remittance. A letter of transmittal will accompany, explaining fully the circumstances. The office at destination will include the amount thus remitted in his invoices and statement of remittances the same as if actually collected at destination, and both originating and delivering office will likewise enter the message on check reports and check ledgers. In each of these cases it will not be necessary to inform originating office of the method of delivery.

If the message be from an office on the military to an office on another line, the same procedure will be followed and the service messages necessary will be sent to the other line's office. No claim for reduction of tolls in such cases can be recognized—full tolls from originating office to original destination will be charged.

## RULE 57.

**Correction of errors.**

If, after the delivery of a message, the addressee claim that an error has been made by the telegraph, and the error be not apparent to the operator in charge, the operator in charge may, by a service message to the sending office, ask for a duplicate of so much thereof as may be necessary, and if an error be thereby disclosed, a notice to that effect will be delivered, and no tolls will be collected for the service message. If no error be disclosed, a notice to that effect will be delivered and tolls for a ten-word message will be collected from the addressee and the sending office notified to check.

**Messages delivered "subject to correction."**

If for any reason a manifest error in a message can not be immediately corrected, it will be delivered with the words "delivered subject to correction" plainly indorsed after the check, indicating the cause for such delivery, such as wrong check, or omission of some portion of the message due to the fault of the line. When a corrected copy shall have been obtained, it will be marked "corrected copy" and delivered to the addressee.

**Nondelivery not to be traced by service messages.**

Complaints of nondelivery will not be traced by service messages. If report of delivery be desired, a service message may be sent only if the sender guarantee payment for a ten-word service in reply. Charge will be made but for one message. If failure to deliver be the fault of the line, no charge will be made for the service messages.

## RULE 58.

**Complaints of nonreceipt of messages.**

If a person claim the nonreceipt of a message supposed to have been sent to him and no record of its receipt be found in the delivering office, he may, if he desire, send a paid or guaranteed service message to ascertain if the message was filed and, if the fault be chargeable to the line, no charge will be made for the service messages.



## CHAPTER VI.

### ACCOUNTS, REPORTS, AND REMITTANCES.

#### RULE 59.

##### Disposition of "this line" tolls.

Section 3617 of the Revised Statutes requires that all moneys received for transmission of private dispatches over any and all telegraph lines owned or operated by the United States shall be paid into the Treasury of the United States.

(This refers to "this line" receipts only.)

#### RULE 60.

##### Designation of "this" and "other" line receipts.

All moneys received for the transmission of commercial messages are divided into two classes: "This line" and "other lines."

The "this line" receipts are tolls collected on commercial telegraphic messages of every character transmitted over the lines owned and operated by the United States. Such moneys are government funds.

"Other line" receipts are tolls collected on account of the commercial telegraph companies and for payment of postage, special delivery, etc. Such moneys are not government funds and are not subject to section 3617 of the Revised Statutes of the United States.

#### RULE 61.

##### Disposition of official messages passing in part over commercial lines.

A check ledger will be kept at each telegraph office. The first division of the ledger (the eight columns between date columns), immediately following the last division used during the preceding month, will be reserved for the home office, the name of which will be written in red ink at the top. The name of each office on the line, in alphabetical order, and written in black ink, will follow that of the home office, each being assigned a division of the check ledger.

At the close of business each day, the messages will be sorted and arranged alphabetically in respect to stations. All messages, commercial and deadhead (the latter includes official messages), sent to or received from each station will be kept together and in the order named. Official messages which pass in part over commercial lines will be filed with commercial messages, but skeleton copies of all official messages originating at offices on the military lines, which pass in part over commercial lines, will be retained at the originating office. The original copy will be sent with the "other line" account

current at the end of the month to the chief signal officer of the department, who will make proper disposition thereof, by transferring them to the commercial company over whose lines the message passed.

After the amounts representing the tolls received by and checked against the home office have been determined for each office, the totals will be entered in the check ledger in their respective divisions and under the proper headings. The term "this office" always refers to the office keeping the check ledger.

## RULE 62.

**Check ledger at offices other than transfer offices.**

At offices other than transfer offices the check ledger will be made up daily as follows: The headings "This office checks other offices" and "Other offices check this office" of the first or home office division will be erased and replaced with one heading, reading, "This office receives." Over the first four columns and under the headings "This line" and "Other line" will be written "(Local cash)." Over the third two columns the words "This line" will be erased and the word "Total" be inserted, and over the fourth (last) two columns the words "Other lines" will be erased and the word "Sundries" inserted.

*Example.*

## THIS OFFICE RECEIVES.

Local cash.		Total.		Sundries.	
This line.	Other lines.				

In the first two columns of the division will be entered the amount of "this line" tolls received on messages sent "paid" or received "collect." In the second two columns will be entered the amount of "other lines" tolls received on messages sent "paid" or received "collect." In the third two columns will be entered the aggregate of the first four columns, which will thus show the total amount of telegraph tolls received daily. Money received for special delivery, guaranteed messages, and postage, will be entered under the heading "Sundries."

Messages for points on "other lines" will be checked against the office of "this line" at which they are transferred. Transfer offices will not be checked with the "other lines" tolls on messages received "paid" from or sent "collect" to offices on "other lines." In these instances the "this line" tolls only will be checked against the transfer office.

## RULE 63.

Check ledger at transfer offices.

At transfer offices the ledger will be made up daily as follows:

At the top of the first or home office division will be written "Local cash." The headings "This office checks other offices" and "Other offices check this office" will be erased and replaced with one heading, reading "This office receives." Over the last four columns will be written "Sundries."

Over the second division will be written "Western Union" or the name of the company that transfers telegrams to the Signal Corps lines and owes tolls thereon to the United States. The heading over the first four columns of this division "This office checks other offices" will be erased and replaced by "This office receives." The last four columns of this division need not be used.

Over the third division will be written "Total." The last four columns of this division will show the sum of the "local cash" and "Western Union," which will be the total receipts of "this" and "other" lines, and are the figures that make up the account current. The first two columns of this division show the total amount of "this" line tolls that is checked against all the offices on "this" line, and the second two columns show the amount of "other" lines tolls that is checked against offices on "this" line. It also shows the amount that is due the Western Union or connecting lines for telegrams transferred to their lines.

Local cash.				Western Union.				Total.			
This office receives.				This office receives.				This office checks other offices.		Other offices check this office.	
		Sundries.									
This line.	Other line.	This line.	Other line.	This line.	Other line.			This line.	Other line.	This line.	Other line.

Money received for special delivery, guaranteed messages, and postage will be entered under the heading "Sundries."

## RULE 64.

Station accounts current; Invoices and receipts.

Separate and distinct accounts current for both "this" and "other lines" receipts will be made out monthly in triplicate by each office. Two separate and distinct sets of duplicate invoices and receipts for both "this" and "other lines" receipts will accompany the accounts current, two copies of each account current being forwarded to the chief signal officer of the department not later than the tenth day of

the month following that to which the receipts pertain. The third copy of the account current will be retained. Triplicate copies of invoices and receipts are not required. If unusual delay should result in receiving the receipts from the chief signal officer of the department for tolls remitted, a request therefor should be made.

**Statement of remittances.**

A separate and distinct statement of remittances for both "this" and "other lines" receipts will be prepared monthly in duplicate on Forms 132-A and 132-B; one copy of each will be forwarded direct to the Chief Signal Officer of the Army, Washington, D. C., not later than the third day of the month following that to which the statements pertain, and the second copy will be retained. Should an operator in charge discover that an error has been made in reporting amount of remittances, he will at once forward a corrected statement of remittance direct to the Chief Signal Officer of the Army.

**Statements to be rendered when no business handled.**

If no business be handled, all of the foregoing reports, except invoices and receipts, will nevertheless be rendered. Check reports and monthly message reports will similarly be rendered.

**Credits permissible on "this line" account current.**

The only credits permissible on the "this line" account current consists of remittances to the chief signal officer of the department and authorized refunds, the latter to be covered by duplicate receipts from the persons in whose favor the refunds are made.

**Debits and credits on "other line" account current.**

On the "other lines" account current all "other line" tolls and sundry receipts will be debited, and credits will be taken for postage, special deliveries, payment of "other lines" bills and "other lines" tolls on uncollected messages.

**Cash book of the C. S. O. of the department.**

The chief signal officer of the department will keep a cash book showing the amounts received each month from each station; the amount deposited; the amount remaining on hand and such other records as may be deemed necessary. "This" and "other lines" receipts will be kept separately.

**Ledger of the chief signal officer of the department.**

It will be part of the duties of the chief signal officer of the department to see that accounts current are properly and promptly rendered by each station and that the tolls are properly cared for. A ledger will also be kept for both "this" and "other lines" cash received, the accounts being kept separately.

**Abstract of "this line" receipts.**

The abstract of "this line" receipts (Form 129) of the chief signal officer of the department will be prepared in duplicate not later than the tenth day of the month; one copy, with invoices and station account current, will be forwarded to the Chief Signal Officer of the Army, and one copy, with invoices and station accounts current, retained.

**Station accounts current to be forwarded separately if delayed.**

If for any reason it be found impracticable to forward the station account current with the account current of the chief signal officer of the department, and the tolls have been properly invoiced and received, the tolls will be taken up on the abstract of "this line" receipts, accompanied by the invoices for the month in which the tolls were received. In such cases, appropriate explanation should be made for the absence of the station account. Upon receipt of the station account current, it will be forwarded at once, or with the next account current of the chief signal officer of the department.

**Account current of "other lines."**

The chief signal officer of the department will similarly render an account current (Form No. 102) of "other" lines receipts accompanied by the station accounts current and invoices. In the preparation of the abstract of "this line" receipts and the account current of "other lines" receipts, the chief signal officer of the department will take cognizance only of such moneys as have been properly invoiced and receipted for by him during the period covered by the abstract and account current.

**Transfer of line receipts by C. S. O. of department when relieved of duties.**

Upon relinquishing the duties of chief signal officer of the department, the officer making the transfer and the relieving officer will take cognizance only of such "other line" moneys or their equivalent as may be in the possession of the outgoing officer at the date of transfer. All "other lines" funds will be transferred by invoice and receipt, and the outgoing officer will at once prepare and forward to the Chief Signal Officer of the Army his final abstract of "this line" funds and account current of "other lines" funds, accompanied by all necessary vouchers. No transfer of "this line" funds will be made, but they will be deposited to the credit of the Treasurer of the United States. (See Rule 59.)

## RULE 65.

**Sundry receipts, special deliveries, postage, franked envelopes, etc.**

Moneys received on account of messages to be mailed or for special delivery, will be taken up by the sending office under the head of "sundry receipts" on the "other line" account current, indicating thereon

in each case the amount and the office at which the message is to be mailed or delivered. The receiving office, in cases of postage, will render a "Statement of moneys expended for postage" showing thereon the amount of postage paid on mailed messages and the names of the offices ordering same, and will take credit for the total amount under the head of "postage" on the "other lines" account current. In cases of special delivery, the receiving office will take credit on the same account current, under proper heading, for the total amount of payments made on account of special deliveries, giving the name of each office ordering the special delivery, and will forward the receipt, in duplicate, of the person performing the service, as a voucher for the expenditure. The money received or expended for special delivery will be debited or credited, as the case may be, on the "other lines" account current. No expenditures will be made for postage or special delivery unless it be authorized by the sending office except when previous arrangements have been made therefor. The use of franked envelopes for mailing commercial and deadhead messages is forbidden.

#### RULE 66.

**Checks not to be changed; statement of uncollected messages; how accounted for, etc.**

An office having sent a collect message and having received a notice of failure to "collect" will under no circumstances request that the check be changed, but the message will be entered at both sending and receiving offices precisely as if the tolls had been collected. If the message pass in part over "other lines" the receiving office will take credit for the amount of "other lines" tolls on the "other lines" account current and forward therewith an "other lines" "statement of uncollected messages" in duplicate, each copy of the statement to be accompanied by a skeleton copy of every uncollectible message and a full copy of every service message pertaining thereto. Credit will be obtained for "this line" tolls by deducting the amount from the receipts for the days on which messages were entered, and will forward a "this line" "statement of uncollected messages," in duplicate, with copies of messages as described for "other lines."

An office receiving a collect message on which tolls could not be collected will, in order to receive credit therefor, show that the sending office was duly notified by wire that the tolls were uncollected. The sending office will collect the tolls from the sender, and if the message be one to a "this line" office, the "this line" tolls will be taken up on the "this line" account current under the heading "Received for guaranteed messages," accompanied by duplicate "statements of guaranteed messages" with each copy of which will be furnished skeleton copies of all guaranteed and full copies of all service messages pertaining thereto.

If the message be one to an "other line" office the amount of "this line" tolls will be taken up on the "this line" account current under

the heading "Received for guaranteed messages" accompanied by statements as directed above. The "other lines" tolls will be taken up on the "other lines" account current under the heading "Received for guaranteed messages" accompanied by statements.

The following from the tariff books of the commercial companies is published for the information and guidance of all concerned:

**Settlement of other line bills at military posts in the United States.**

We are advised by the Chief Signal Officer of the Army that in some cases Signal Corps men at military posts in the United States have been delinquent in rendering their returns to the telegraph companies and that some managers have permitted Signal Corps men to delay for months the settlement of their telegraph accounts. The Chief Signal Officer of the Army requests that all managers require accounts of the Signal Corps for the preceding month to be settled not later than the fifth day of each month, and if such accounts have not been settled with the telegraph company on or before that date the chief signal officer of the department in which the Signal Corps men serve, be notified on the sixth day of each month by telegraph, of such failure on the part of the Signal Corps men to settle their telegraph accounts.

Managers dealing with Signal Corps men should act in accordance with these instructions.

**RULE 67.**

**General instructions for transfer offices only.**

This rule applies to transfer offices only. The statements of guaranteed and uncollectible messages made to accompany the account current will include only the local guaranteed and uncollectible messages. "Transfer statements of guaranteed messages" and "Transfer statements of uncollected messages," in duplicate, will accompany the accounts current for the months during which said messages were handled, each copy of statement to have attached skeleton copies of every message and full copies of the service messages pertaining thereto. The "transfer statements of guaranteed messages" will include all transfer messages which should be accounted for as guaranteed at points on "this line." The "transfer statements of uncollectible messages" will include all transfer messages reported as uncollectible at points on "this line." The total amount of the last-named statement will be taken up on the account current, "this line" and "other lines," respectively, at the transfer office under "sundry receipts refunded from other lines," and on the other side of the same account current credit will be taken in one item for the total amount of the bill of "this line" against the "other lines." The bill will be itemized as follows:

Amount due on regular transfers.

Amount due on uncollectible messages.

Amount due for special delivery.

Amount due for postage.

The amounts due from the "other lines" for special delivery and postage will be taken up under "sundry receipts" with the local receipts under those heads, as described for offices other than transfer offices (Rule 66), a corresponding credit being obtained on the other side of the account current by the amount due from "other lines" as per bill. The bill of the "other lines" against "this line" should be itemized as described under preceding paragraph of this rule. Payments of amounts due "other lines" will be made by the operator in charge at transfer offices to the authorized representatives of the "other lines" at such points as may be determined by the "other lines." Itemized bills in duplicate of messages transferred will accompany the account current. Duplicate receipts for such payments will be taken in the name of the chief signal officer of the department and invoiced as so much cash by the operator in charge.

#### RULE 68.

##### Check reports.

A check report (Form No. 105) will be rendered monthly in duplicate by each office; one copy will be forwarded to the chief signal officer of the department with the account current and one copy retained.

This report is an abstract of the check ledger and will be prepared as follows: Enter in the first column, in alphabetical order, the names of all offices with which commercial business has been done during the month; then enter opposite the name of each office, under the heading "this office checks other offices," the total amount shown by the check ledger to have been checked against such office for "this line" and "other lines," respectively, and under the heading "other offices check this office" enter the totals "this line" and "other lines," respectively, shown on the check ledger under the heading "This office receives."

Uncollectible messages will be noted on this form, giving dates, amounts, and destination or origin, as the case may be, in each case.

The number of messages handled during the month will be entered on the back of this form.

#### RULE 69.

##### Check errors.

The discrepancies found to exist in the check reports of various offices when examined in the office of the chief signal officer of the department will be taken cognizance of and entered in the "Record of check errors." The "Record of check errors" is a book in which will be kept a complete history of all check errors. The errors will be entered immediately upon completion of the examination.

Should any discrepancies be discovered in the examination of the check reports, the office which appears to be in error will be communicated with by the chief signal officer of the department.



Upon receipt of such a communication the operator in charge will at once compare the daily record of business shown on the check report with the check ledger and messages and make immediate report by indorsement if inquiry be made by letter, and by telegraph if inquiry be made by telegraph. In case of a deficit the amount will be remitted with the next monthly remittance, such remittance to be entered on the account current as "on account of check errors for the month of . . ." It will also be invoiced, but not as a separate item, when the next monthly invoices and receipts are forwarded. Similarly it will be included in the "statement of remittances." If the operator in charge be not responsible for the errors, he will report to the chief signal officer of the department, giving the name of the responsible operator, or, if still in the department, refer the communication to him by indorsement and at the same time inform the chief signal officer of the department of action taken. No correspondence of any nature between operators or others concerned regarding check errors will be permitted.

#### RULE 70.

##### *Remittances.*

Remittances of line tolls will be made to the chief signal officer of the department by post-office money order, government checks, or Signal Corps telegraphic transfer certificates when indorsed "Pay to the order of the chief signal officer, Department of the Columbia," by the payee and the operator cashing the check or certificate whenever the total amount of both "this" and "other line" tolls reaches the sum of \$100, and at the close of the month, except at offices operating under special instructions. The money orders, checks, and certificates will be retained until the end of the month and then invoiced to the chief signal officer of the department. Separate invoices for each kind of remittance will not be made, but the entire remittance for the month will be entered on a single invoice, the invoices and receipts to be rendered in duplicate as directed in Rule 64.

The serial numbers and amounts of each post-office money order, government check, or transfer certificate, and, where deposits are made in a designated United States depository, the numbers and amounts of the certificates of deposit will be entered on both copies of the invoices and receipts. Certificates of deposits will be taken in the name of the chief signal officer of the department.

Where none of the foregoing means of forwarding funds are available, remittances will be made by registered mail whenever the amount of funds on hand reaches a total of \$50, and also at the end of the month, except at offices operating under special instructions. Accompanying each and every remittance will be sent duplicate invoices and receipts upon the prescribed forms, No. 121 or No. 122, separately, for "this" and "other" line funds.

The duplicate receipts will be signed by the officer to whom the money is sent, who will forthwith return both copies to the operator in charge remitting the money. The operator in charge will then file one copy with his retained account current on which the remittance is credited, and immediately forward the other copy direct to the office of the Chief Signal Officer of the Army.

At offices where there are no post-offices the operator in charge will, when the amount of tolls on hand reaches \$50, and also at the end of the month, have at least one man, and when possible all the men at his station, witness, and sign as such, the letter of transmittal accompanying the remittance, which must be inclosed in a secure wrapper, usually a linen-lined envelope, and addressed to the chief signal officer of the department, and in their presence inclose the funds, letter of transmittal, and all necessary papers, seal the same, and inclose them in another envelope addressed to the operator in charge at the nearest post-office. The package will be given to the first passing mail carrier in the presence of witnesses, taking a receipt therefor, for delivery at the place specified. The operator at the post-office station will at once be notified by telegraph of the remittance. The operator receiving the package from the mail carrier will receipt to the carrier therefor, have the same registered, inform the remitting operator by wire, and also send him the registry receipt.

Line receipts will not be remitted by express except when specifically authorized.

Personal funds expended by the operator in charge for money orders, registry fees, or expressage in the transmission of telegraph line receipts in accordance with the foregoing instructions will be refunded by the chief signal officer of the department when the amount due is \$1 (or less if so desired) upon the presentation of vouchers made out on signal form No. 28, accompanied by registry receipt, retaining stub of the money order or express receipt. In any case vouchers for the reimbursement of any and all moneys due will be submitted on June 30 of each year without fail. Sufficient evidence of expenditure must be furnished to warrant the reimbursement.

Whenever possible, one money order will be made to cover all remittances, including check errors. The number of orders must be reduced to the minimum.

All official mail must invariably have indicated on the envelope the name of the telegraph office from which sent. On registered letters the name of the sender must also appear on the envelope. All official mail for the chief signal officer of the department must be addressed "Chief Signal Officer, Department of \_\_\_\_\_."

## RULE 71.

**Monthly reports of conditions in general.**

Officers in charge of sections will, not later than the tenth day of each month, render, in duplicate, to the chief signal officer of the department, a brief report on the conditions and operations of the offices and lines on their sections. The report will state what general repairs were made during the month, with appropriate recommendations for continuing the line in an efficient state of operation. A "Monthly line report" will accompany each report, one copy only being necessary. Operators in charge of detached sections will also render a "Monthly line report."

The chief signal officer of the department will, not later than the tenth day of each month, render to the Chief Signal Officer of the Army a monthly report which shall cover fully the operations of the lines, together with a statement of the line tolls, interruptions, and such other information as may be of interest.

On July 1 of each year, or as soon thereafter as practicable, each officer in charge of a section will render, in duplicate, to the chief signal officer of the department, an annual report which shall give a full statement of all work accomplished during the fiscal year, including extensions or betterments, with recommendations for the future maintenance or betterment of the service. This report shall give the total number of days of interruptions to the line and the causes thereof. The chief signal officer of the department will embrace in his annual report such part of the data contained in the reports of the officers in charge of sections as may be deemed necessary, or forward the reports in their entirety as inclosures to his report.

## RULE 72.

**Discharge and expiration of service.**

Operators or others in the military service will not be permitted to separate themselves from the service until it be finally determined that they are not indebted to the United States on any account. Final settlements of "other lines" accounts should also be required before discharge.

**Operators on detached stations who do not intend to reenlist.**

An operator serving at a detached station will inform the chief signal officer of the department or the officer in charge, as the case may be, two months before the expiration of his term of enlistment, whether he intends to reenlist in order that a suitable man may be selected for the station. If he does not intend to reenlist, the station records must be so arranged that the transfer may be effected as soon as possible after the arrival of the relieving operator. The relieving operator will carefully check all papers and satisfy himself that all accounts, both property and money, are correct, before signing receipts therefor.

## RULE 73.

**Privacy of messages.**

All messages passing over the wires will be treated with the utmost secrecy. No part of a message will be discussed with any one, nor will its contents be revealed except to the sender or addressee or the proper officers of the government when making inspections of the office, and when properly subpoenaed to produce a message in court. (See Rule 78.)

## RULE 74.

**Claims for damages; refunds of tolls, etc.**

The United States can not recognize claims for damages arising from the failure of a message to accomplish its purpose. A refund of tolls will be made by the chief signal officer of the department or by his authority whenever the lines are at fault. The "this line" tolls only will be refunded, the United States having no control over "other lines" tolls, except to collect and turn them over to the "other lines."

The same precaution will be taken in handling "other lines" tolls as with "this line" tolls, but the United States can not be held accountable for loss of "other lines" money through the infidelity of any of its officers or employees.

No operator or civilian employee is allowed to make refunds of tolls on account of failure or error in transmission of messages except on authority of the chief signal officer of the department.

Refunds of tolls will be made only on the message in which the error occurred.

## RULE 75.

**Offices temporarily closed.**

If for any reason it becomes necessary to close the office temporarily, a notice will be posted giving date, time of closing, and probable time of reopening.

**Office hours Sundays and holidays.**

On Sundays and holidays the hours of duty will be reduced, when practicable.

**Holidays.**

The following holidays will be observed unless otherwise ordered: January 1, February 22, May 30, July 4, Labor Day, Thanksgiving Day, and Christmas. Whenever these days fall on Sunday the following Monday will be observed as a holiday.

## RULE 76.

**Forms not to be diverted to improper use.**

The printed forms will be used only for the purpose for which they are designed. Under no circumstances will a receiving blank or message envelope be furnished, except in the proper delivery of messages. (See Rules 40 and 52.)

## RULE 77.

**Applications for copies of messages.**

When the sender or addressee of a message applies for a copy of such message, he may, if known or properly identified, be allowed to see the message and make a copy thereof, but under no circumstances will a receiving blank or a message envelope be furnished him. (See Rules 40, 52, and 76.)

**Certification of correctness of messages.**

Operators and others will not certify to the correctness of any message.

## RULE 78.

**Legal summons to produce messages in court.**

Whenever a subpoena is served upon an operator for the production of a private message and the subpoena appears to be properly prepared, it will be obeyed. All controversial questions as to its legality and propriety will be left to the determination of the court. When the subpoena calls for the production of official messages the operator will report the fact to the chief signal officer of the department and await further instructions.

A subpoena is—

**Definition of a subpoena.**

“A process to cause a witness to appear and give testimony, commanding him to lay aside all pretenses and excuses, and appear before a court or magistrate therein named, at a time therein mentioned, to testify for the party named, under a penalty therein mentioned. The purpose of a subpoena is to place the witness under the order and censure of the court, and a writ which does not effect this is not a subpoena within the meaning of the law.”

Further, a subpoena is—

“A process whereby a court, at the instance of a suitor, commands a person who has in his possession or control some document or paper that is pertinent to the issues of the pending controversy to produce it for use at the trial.”

(From opinion of the Judge-Advocate-General of the Army, November 11, 1907.)

**No specific form of subpoena required.**

No specific form of document is required, and the foregoing definition supplies the requisites which, in substance, are required for a proper writ.

## RULE 79.

**Filing away messages.**

Care will be taken in preserving and filing away messages sent and received. They will be filed daily in a wrapper (Form 133) or other satisfactory filing device, upon which the same data appearing upon the monthly message report form should be entered.

## RULE 80.

**Destruction of messages and cable tape.**

Copies of all messages and cable tape, including government business will be destroyed by fire from month to month as they become eighteen months old. The destruction should be witnessed by the assistant operator in charge, who will certify to the fact that he so witnessed the destruction. The certificate will state the period covered by the messages destroyed, and will then be sent to the officer in charge of the section or chief signal officer of the department, as the case may be.

## RULE 81.

**Operators in charge held responsible for operation, etc.**

Operators in charge of stations will keep themselves familiar with the condition and needs of their stations. They will report to the chief signal officer of the department or officer in charge, as the case may be, any acts on the part of the men serving with them which may affect the efficient operation of the office.

## RULE 82.

**Economy in use of supplies; government property not to be diverted to other use.**

Operators and other employees are expected and required to prevent loss and waste of stationery, office supplies, line-repair material, fuel, oil, etc. Public property and labor will not be diverted to any use whatsoever not authorized by the regulations of the service.

## RULE 83.

**Property not to be diverted from its proper use.**

The use of the instruments, battery, line material, etc., for any purpose not directly connected with the operation and maintenance of the military telegraph lines, is expressly forbidden.

**Accountability for property.**

The operator in charge of an office will be held accountable and responsible to the Government for all property and supplies whatsoever in his office or belonging thereto; for all money received, and for all transactions involving the payment of money in the regular and legitimate business of the office.

**Obligations not to be incurred without proper authority.**

Operators are prohibited from contracting debts or obligations on account of the Government except when authorized to do so by competent authority.

## RULE 84.

**Repairs.**

Repairs will be made immediately by the repairman on duty at the stations nearest the interruption.

**Lineman to be assisted, etc.**

On account of the importance of maintaining uninterrupted communication, every effort should be made to assist the lineman by locating the break with the greatest accuracy possible. (See Rule 36.)

**General repairs, etc.**

General repairs and betterment work will be made as occasion demands. Provision should be made sufficiently in advance to have all material on the ground and properly assembled before the detail leaves the post.

The hardships and danger attendant on travel in Alaska necessitates a close observance of precautions for personal safety. Officers and men charged with the dispatch of parties for changes of station, repair or construction work, or for other purposes that will entail entire dependence of the party upon itself while on the trail, will, before permitting such parties to start out, satisfy themselves that they are suitably equipped.

**Parties to be suitably equipped on the trail, etc.**

Transportation, bedding, clothing, food, tools, in fact all articles considered necessary not only for work but for the safety of individuals, will be provided, and all concerned will be instructed in rendering first aid to the wounded, in the treatment for frozen limbs, and be given full information as to procedure necessary under the unusual conditions incident to Alaskan winter travel.

#### RULE 85.

**Advertising matter not to be displayed in offices.**

The display in windows or on the walls of the offices of advertising matter of any kind other than that authorized by regulations is prohibited, except that a sufficient number of neat, legible calendars may be placed in suitable positions for the convenience of patrons of the line.

#### RULE 86.

**Schedule of blank forms.**

Blank forms in ample quantities will be furnished each station annually on requisition.

As new forms are added or old ones discontinued the printed schedule (Form No. 57) of these forms should be corrected accordingly. Obsolete forms should be destroyed.

Operators in charge will be held responsible for the proper supply of their stations. A deficit or surplus will be promptly reported to the officer in charge.

#### RULE 87.

**Stationery.**

An allowance of stationery will be supplied annually by the Signal Corps to each telegraph office not located at military posts. Offices

at military posts will obtain the necessary stationery from the post quartermaster.

Operators in charge will be held responsible for the proper supply of their stations.

#### RULE 88.

##### Care of typewriters.

The typewriters furnished by the Signal Corps are of standard manufacture, and therefore expensive. With proper care they should last for many years. The lack of oil or its profuse use is perhaps the cause of more unserviceable typewriters than any other. The machines should be cleaned and oiled daily, the very slightest application of oil being all that is required. A woolen cloth slightly oiled is the best fabric for polishing the parts and preventing rust.

In adjusting the tension, it should be remembered that the lighter the tension the longer the life of the machine, and likewise the less strength required to operate. A light, even, and regular touch should be practiced. The books of instructions furnished by the various manufacturers of the typewriters should be carefully read and the information contained therein put to practical use.



## CHAPTER VII.

In handling messages over submarine cables by the syphon recorder system, the following rules will govern in order to reduce the time of transmission as much as possible:

### RULE 89.

#### Method of signaling messages.

The number of the message, the check, also the date, are sent in "short code" figures (see characters for short code figures), but any figures occurring in the text of the message are sent in "long code" figures.

In a message: Send first, the number of the message; second, the sending operator's sign; third, the check; fourth, the station from and date; and fifth, the address. At the end of the address the signal "I I" (- - - -) is sent, after which follows the text, and at the close of the text, if there be a signature, the signal "I I" (- - - -) is again sent to show that the text is finished, after which follows the signature, then the "Finish signal," which is "Period" (- - - - -) or "Understand" (- - - - -). If there be no signature, the "Finish signal" is sent at the end of the text. The signals - - - - - or - - - - - are used as the "Finish signal" of the message; the former when on a cable worked simplex the sending operator wishes to hold the line, and the latter when he completes the transmission of all messages and gives the line over to the operator at the distant end. The signal - - - - after the address is known as "DQ" to distinguish it from the same signal (- - - -) before the signature.

### RULE 90.

#### Collating messages.

It is considered good policy to repeat at the end any figures or initial letters that occur in a message. This is known as collating. The figures are repeated by the sending operator in "short code," which acts as a check on the figures as originally sent. There is a great tendency to make mistakes in receiving on the syphon recorder on account of the similarity in the appearance of some figures on the tape; hence the advisability of collating.

### RULE 91.

#### Method of collating.

For example:

Nr 46 Si J            8 paid.

(Dated) FAIRBANKS, ALASKA, 12,

(To) GREENGAGE, *London*.

(Text) Commence 4085 Dupont K Lumsley.

9231.

After sending the "Finish signal" the sending operator says, ". . . — — . . . . . — — — . . . . . — — — — — . — Ltr K." In other words he repeats in short code the figures he has sent in long code and also repeats the letter "K" to show that it is not part of a word.

If figures are written like the following, " $1\frac{3}{4}$ ,  $1\frac{3}{4}$ ," they are sent . — — — — — . . . . . — — — — — . . . . . — — — — — and collated . — — — — — three . . . . . — — — — — four. In the first case the numerator of the fraction is spelled out in collating, and in the last case all figures after the stroke are spelled out.

## RULE 92.

**Method of erasing when sending.**

If the sending operator "breaks" in a word and he wishes it erased, he should send at least four reversals (known as a rub out), which is the same as the letter "N" sent four times without any space, and go back to the word just preceding.

Some operators are careless in the manner of "rubbing out." They frequently send only the letter "C," which the receiving operator might put down as an "Initial letter," thus causing an error.

## RULE 93.

**Footnote to messages.**

The letters "MM" are used at the end of a message to denote a footnote. This footnote will generally relate to some instructions about the message or its contents. If any word in the message appears doubtful and can be read two ways and there is no immediate prospect of getting the word verified, it is usual to add an "MM" and say "query so and so," giving the other reading. For instance, if the fourth body word in a message can be read "Shiner" or "Shines," and it is signaled "Shiner," after finishing the message add "MM," "Query fourth shines." At the station of delivery the operator may write the footnote "4th body word may be Shines." This for the benefit of the party to whom the message is delivered. This adding of an "MM" where words are doubtful often saves getting the word repeated later over a long distance.

## RULE 94.

**Repetitions of words lost while receiving.**

If the receiving operator loses one or more words in a message through any cause, he usually asks for a repetition by saying, "RQ" (Requisition) Nr — — — — — . . . — — — . . . Wa "So and so" (giving the word before the word omitted), or 2 Wa, or 3 Wa, as the case may be; and if uncertain about the number of words lost, it is better to say,

.. — — .. from \_\_\_\_\_ to \_\_\_\_\_ (giving the word before and the word after the lost words), or .. — — .. to such a word (giving the word; or .. — — .. AA such a word (giving the word). The signal .. — — .. means repeat, "Wa" means "word after," and "AA" means "all after."

## RULE 95.

## Correct spacing.

The importance of correct spacing between the letters and words, in cable sending, can not be emphasized too strongly. More errors and delays occur through irregular spacing than any other cause. The running of words and letters together in code messages makes it extremely difficult for the receiving operator to properly decipher the message, and consequently he has to hold it for repetition, or, as sometimes happens, he lets it go as he thinks it should be with the probable result of an error. Because of the retarding effect of the static capacity of a cable there is always a lag, more or less, in the arrival of the signals at the distant end, so that two letters sent very closely, without proper space, will look like one at the receiving end, and if the necessary elements are there they will form a distinct letter, such as "F" for "In," "R" for "En," etc. Errors from this cause should be charged against the sending operator.

## RULE 96.

## Long and short code characters.

LONG-CODE FIGURES.	SHORT-CODE FIGURES.
1. - - - - -	1. - - -
2. - - - - -	2. - - -
3. - - - - -	3. - - - - -
4. - - - - -	4. - - - - -
5. - - - - -	5. -
6. - - - - -	6. - - - - -
7. - - - - -	7. - - - - -
8. - - - - -	8. - - -
9. - - - - -	9. - - -
0. - - - - -	0. - - -

## RULE 97.

## Abbreviations used on cables.

SU. Urgent service message.	GQ. Paragraph.
BQ. An answer to a service message.	RQ. Requisition.
MQ. Wait.	UQ. The other line.
KQ. Reply when ready.	WA. Word after.
CQ. All stations.	AA. All after.
HQ. How are signals?	

## RULE No. 98.

## Punctuation marks, etc.

Period	(.)	- - - - -
Comma	(,)	- - - - -
Interrogation	(?)	- - - - -
Exclamation	(!)	- - - - -
Fraction line	(-)	- - -
Shilling mark	(/)	- - -
Hyphen	(-)	- - - - -
Apostrophe	(')	- - - - -
Dollars	(\$)	- - - - -
Decimal point	(.)	- - - - -
Paragraph		- - - - -
Underline	(_)	- - - - -
Quotation marks	("")	- - - - -
Parentheses	( )	- - - - -
Final signal	(Su)	- - - - - (Called understand).
Footnote	(MM)	- - - - -

(For detailed instructions for the care and operation of recorders and for cable testing, see Signal Corps Manual No. 4.)

## RULE 99.

## Service message code for cablegrams.

Instead of using the service message code (Rule 44) in obtaining corrections to messages passing over any of the cables, the following instructions will be adhered to. They may be also used on land lines if desired.

## Example No. 1.

(Message from Nome to Seattle.)

5 Si A B 5 paid.

NOME, June 7-8, 1908.

JOHN DOE, *Seattle*.

Abbey Icicle Frank Bradley Gallery.

RICHARD ROE.

If, upon delivery of the message, the addressee claims an error in the last word, Seattle would send the following service:

## Example No. 2.

NOME.

Yr 5/7/8/ Doe fifth Gallery.

SEATTLE S.

The first figure in the service denotes the number of the message to Seattle; the second figure the date of filing; and the third figure the date of sending to Seattle.

Sitka compares the service with his tape copy and if no error be apparent he amends the service by changing the number only and forwards it to Valdez.

## Example No. 3.

NOME.

Yr 3/7/8/ Doe fifth Gallery.

SEATTLE S.

If there be no error at Valdez, the service will be amended as per example No. 3 and forwarded to the next relay office. It will be observed that the first number in the body of the service must be changed at each relay office so that no delay will occur in locating the message.

The relay office first discovering the error will stop the service and reply as follows. Supposing Valdez stopped the service, as the word in question reads Galley in his copy:

## Example No. 4.

SEATTLE.

Nome's 3/7/8 Galley.

VALDEZ S.

If no error be discovered at any office, the originating office will send the following, supposing it to be Nome's No. 1 to the first relay office en route to Seattle:

## Example No. 5.

SEATTLE.

Our 1/7, Doe fifth Gallery.

NOME S.

In examples 4 and 5 the service will go direct to Seattle without amendment by relaying offices. The office making the correction must always appear in the signature.

The greatest care should be exercised in correcting errors. When code or cipher words are in question and the relay office is unable to make what would appear to be a proper correction the service should be amended and rushed forward to originating office.

## RULE 100.

## Foreign cablegrams.

The rules and tariffs published in the tariff books of the commercial telegraph companies must be adhered to strictly in handling foreign cablegrams.

## RULE 101.

## Press matter.

Dispatches addressed to newspapers for publication are entitled to the press rate only when they are bona fide reading matter of general interest to the public.

Messages or queries (not in code or cipher) and replies thereto relating strictly to newspaper specials, or instructions from a paper

to its correspondents regarding the service he is furnishing will be accepted at press rates.

Messages passing between a newspaper and a person with a view to appointment as the authorized correspondent of a newspaper will be charged the full commercial rate.

Whenever it becomes necessary on special occasions for a paper to order press matter from a person not already authorized to act as its correspondent, such telegraphic request for the matter will be charged press rate, and the message will be accepted as duly authorizing the person to act as correspondent of the paper. A written notification of such an appointment should be filed with the officer in charge or chief signal officer of the department if the appointment is to be made permanent.

Telegraphic orders for papers, type, or other supplies, or messages containing matter not bona fide reading matter, except queries and orders for press, will be charged full commercial rates.

## CHAPTER VIII.

### PRESS.

#### RULE 102.

**Tolls to be prepaid or guaranteed, collect press.**

Newspaper specials and queries will be accepted "Collect" from authorized correspondents when addressed to responsible newspapers who have notified the officer in charge of the system or section, in writing, that they will pay the tolls on all news matter sent them by their authorized correspondents. Otherwise the tolls must be prepaid or guaranteed. (See Rule 101.)

#### RULE 103.

**Correspondents must file credentials, etc.**

Persons filing press matter or queries who are not known to be authorized correspondents of responsible papers will be required to present proper authority, prepay, or guarantee the payment of tolls on their dispatches before they are accepted.

#### RULE 104.

**Advertisements not accepted at press rates.**

Advertisements sent to newspapers will be charged the full commercial rate.

**Minimum charge on press matter.**

No press message will be rated as containing less than ten words, and the charges on any such message will be the same as for ten words.

#### RULE 105.

**Press matter to be in plain English.**

Press matter must be in plain English. Matter in cipher or code will be charged the commercial rate. Press dispatches in a foreign language will not be accepted at press rates, except where special arrangements have been made for their handling.

#### RULE 106.

**Local press rates (Alaska only).**

Press dispatches between offices located in Alaska which relate to news items originating in the vicinity of the sending office will be transmitted at the authorized local press rate.

## RULE 107.

Figures in press messages; how counted and charged for.

Amounts in figures in press messages will be counted according to the least number of words in which they can be expressed. Examples:

999 three words (nine ninety nine).

1,000 one word (thousand).

23½ three words (twenty three half).

15½ two words (fifteen half).

9,961,000 six words (nine million nine sixty one thousand).

9,960,000 five words (nine million nine sixty thousand).

## RULE 108.

Checks in press messages and queries.

The check of a collect query or press dispatch will show the number of words. The word "collect" will be counted but not charged for, the same as in a commercial message.

Press for other lines.

The rules and rates of the commercial companies pertaining to press for press associations will be adhered to in handling press for "other lines."

## RULE 109.

Persons in the military telegraph service not to represent newspapers, etc.

No officer, operator, or civilian employee of the Signal Corps will be permitted to act as agent or correspondent except on extraordinary occasions, and then only on authority from the officer in charge of the system.



## CHAPTER IX.

### TELEGRAPHIC TRANSFER CERTIFICATES (MONEY-TRANSFER SERVICE).

These rules are prepared with a view to conformity with those of the commercial companies, as far as practicable.

(For Alaskan offices only.)

#### RULE 110.

##### **General information.**

From those wishing to transfer funds by telegraph to Alaska from any part of the United States, the Signal Corps will require at Seattle, (1) the name of the payer; (2) amount to be transferred; (3) name of the payee; (4) name of telegraph station in Alaska to which funds are to be transferred.

##### **Hours of acceptance.**

Hours for receiving transfers at Seattle will be from 8 a. m. until 4 p. m. Transfers will not be transmitted on Sundays or holidays except under extraordinary circumstances.

##### **Delivery to other than the addressee.**

Persons requesting money sent them by wire should, in case of a contemplated departure, give written authority in duplicate to the operator in charge at the delivering office to deliver the certificate to an authorized agent, should such action be desired. Otherwise the money will be returned to the sender. Interruptions to the line after transmission of the transfer from Seattle will not be deemed a sufficient cause for refund of tolls of any nature.

##### **Charges for service.**

The charge for this service from Seattle, Wash., will be: Cost on one ten-word message at regular commercial rate plus \$1 for each \$100 or fraction thereof transferred.

#### RULE 111.

##### **Disposition of funds to be transferred.**

The money to be transferred will be retained in the possession of the chief signal officer, Department of the Columbia, Seattle, Wash., until report of issue be received from the point of delivery in Alaska. The money will then be deposited to the official credit of the chief signal officer, Department of the Columbia, in the name of that official, in a designated depository of the United States to meet payment on these certificates.

Any amount may be transferred.

## RULE 112.

The Signal Corps will require identification in matter of payment in all cases except when waived in writing by the payer or his agents.

**Identification of payee.**

The person identifying the payee should be in good standing and should be questioned regarding his acquaintance with the payee.

**Receipts for certificates.**

The personal receipt of the payee, or a written authorization to the person receiving for him, will be required. Payees unable to write must have their mark witnessed.

## RULE 113.

**Transfers not to be paid to other than the addressee.**

Transfers must not be paid to any person other than the payee mentioned in the transfer message, except on a written order, signed in duplicate, by the payee.

**Not transferable.**

Transfer notices (Form 147) are not transferable by the payee.

## RULE 114.

**Forms of messages to be used in telegraphing money transfers.**

(1) Authority for issue.

11 Transfer.

SEATTLE, *June 4, 1908.*

Transfer, Fairbanks.

Issue two fifty-four John Doe two hundred Richard Roe, New York.

THOMPSON.

(See Rule 27.)

(2) Report of issue.

10 Transfer.

FAIRBANKS, *June 5, 1908.*

Transfer, Seattle.

Issued two fifty-four John Doe two hundred Richard Roe.

MERRILL.

(See Rule 27.)

If there be no assistant operator in charge, that fact must be so stated on the certificate before delivery. All blank spaces on the certificate must be properly filled in before delivery.

## RULE 115.

**Nondelivery of certificate.**

If for any reason a certificate can not be delivered, it will, nevertheless, be made up as directed by Seattle. After holding the certificate seventy-two hours (exclusive of Sundays and holidays) the following form of service message, with necessary modifications, will be sent.

(Service.)

(To) Transfer, Seattle.

Two fifty-four John Doe two hundred, unknown.

Fairbanks, June 4, 1908.

The certificate will then be held in a secure place pending receipt of further instructions.

Reports of nondelivery will not be made until every effort to accomplish delivery shall have failed.

## RULE 116.

**Cancellation: disposition of canceled certificates, etc.**

Should the payer authorize cancellation the following form of service message, with necessary modifications, will be sent:

(4) Service.

Transfer, Fairbanks.

Cancel two fifty-four John Doe from Richard Roe.

Seattle, June 4, 1908.

Fairbanks would report as follows:

(5) Service.

Transfer, Seattle.

Two fifty-four canceled.

Fairbanks, June 4, 1908.

The certificate will then be detached from the stub and, after writing in bold letters in red ink across the face of both the certificate and the stub the word "Canceled," the former will be sent by first mail to the chief signal officer, Department of the Columbia, Seattle, Wash.

## RULE 117.

**Requests for payment after cancellation of certificate.**

If payee afterwards call, the certificate must not be issued without authority from Seattle. The message inquiring if money has been refunded and answer must be paid for by payee. Such inquiries and replies must not be sent as free service messages. The "other line" tolls must also be paid in transfers from "other line" offices.

## RULE 118.

**Withdrawal of transfer by payor.**

Should the payor for any reason request a withdrawal of the transfer, a ten-word paid message must be sent, directing a cancellation of the certificate. Refund of the money transferred will not be accomplished until report be received from the issuing office. The issuing office will, if the certificate has not been delivered, report as per example 5, Rule 106. If delivered, he will report as per example 2, Rule 104. No charge will be made for the reply to such messages. No part of fees or tolls will be refunded.

## RULE 119.

**Delays in issuance of certificates at delivering office.**

If payee request the certificate retained at delivery office for future delivery, which must not exceed thirty days except in extraordinary cases, that fact must be reported after seventy-two hours to Seattle by service message, the following form, with necessary modifications, to be adhered to:

(6) Service.

Transfer, Seattle.

Two fifty four Doe retained.

Fairbanks, June 4, 1908.

After the delivery, another service as per example 2, Rule 104, must be sent, as the funds to meet the payments on the certificates are not deposited until receipt of the report of the delivery. (See Rule 101.)

## RULE 120.

**Change of address.**

Should payor give new *address*, after transfer has been refunded, full charges for another transfer must be made; if before it has been refunded, charge only for the one telegram necessary to correct the address should be made.

**Forwarded transfers.**

If, after a transfer has been sent, the payor wishes the money to be paid at *another office*, a new transfer must be sent, in which case the original transfer must be canceled by service messages as per examples 4 and 5, Rule 106.

A new application will then be made by the payor and the regular charges must be paid for the new transfer.

## RULE 121.

**Certificates to be presented promptly; when used as remittance for line receipts.**

Payees should be requested to present the certificate for payment at the earliest practicable date.

Certificates when cashed by operators in charge, will, after being properly indorsed, be forwarded with their accounts current at the end of the month. (See Rules 70 and 123.)

## RULE 122.

**Filing of messages pertaining to transfers.**

For convenience in filing and in order that each transaction may be kept entirely separate, not more than one certificate will be referred to in the same message. Figures will never be used.

## RULE 123.

**Certificates to be indorsed by each person honoring them.**

The certificates may be cashed at any telegraph office in Alaska having sufficient funds on hand to cash in full.

They must always be indorsed on the back by the payee, and when paid from line receipts, the operator remitting them as line receipts will also indorse his name below that of the preceding indorser.

## RULE 124.

**Disposition of revenue derived from transfers.**

The tolls and fees charged for transmission of messages necessary to accomplish the transfer will be accounted for as "this line" telegraph receipts. The office at point of delivery will check Seattle for one ten-word message and also the fees on the money transferred.

## RULE 125.

**Accountability for blank certificate forms.**

Blank certificates will be supplied as needed. The operators in charge will make timely requisitions for all forms required to maintain this service without suspension. The certificates will be accounted for on the property returns, and credit will not be given on the "certificates of property expended" until the certificates have actually been issued or canceled. Upon receipt of the "certificate of property expended" at Seattle they will be checked against the record of issues and if found to be correct will be approved. Operators having in their possession blank transfer certificates will exercise the greatest care that they be not exposed or improperly issued.

**Requisitions.**

Should any certificate of expenditure reach the office of the Chief Signal Officer of the Army with telegraphic transfer certificates appearing thereon and the expenditure certificate has not received the approval of the chief signal officer of the Department of the Columbia it will not be accepted, but will be sent to Seattle for examination and action.

## RULE 126.

**Responsibility for operation of transfer system.**

The chief signal officer, Department of the Columbia, Seattle, Wash., will give any additional instructions necessary to the opera-

tors in charge and will assume the responsibility for carrying out the transfer system.

Statements of money transferred by this system will be embraced in the monthly reports of the chief signal officer, Department of the Columbia.

No new transfer offices will be established except by the authority of the Chief Signal Officer of the Army.

#### RULE 127.

##### **Method of transferring funds on deposit upon relief of officer in charge.**

Upon being relieved, the officer to whose official credit the funds to meet payment on these transfer certificates are deposited will accomplish a complete transfer to his successor of all such funds. This will be done by drawing a check payable to the order of the relieving officer "on account of telegraphic transfer certificates," which check the relieving officer will immediately deposit to his official credit in the same depository in which funds were deposited by his predecessor. A certified statement of the outstanding transfer certificates, to meet payment of which the check is given, will also be furnished the relieving officer.

##### **Funds to be deposited only in government depositories.**

Removal of funds from one depository to another will not be made without approval of the Chief Signal Officer of the Army. Funds will not be deposited to the personal credit of the officer, but to his official credit for the redemption of certificates as specified. Under a ruling of the Judge-Advocate-General of the Army, approved June 16, 1907, such funds shall be deposited only in a United States depository.

## CHAPTER X.

### SPECIAL REGULATIONS PERTAINING TO ALASKAN LINES) FOR ALASKAN OFFICES ONLY).

#### RULE 128.

##### Reports of officers in charge.

The officer in charge of each section will make reports required by the chief signal officer of the department direct, and will receive instructions direct from that officer.

##### Responsibility for efficiency of sections.

The entire responsibility for the efficient operation and maintenance of each section rests upon the officer in charge of the section, these officers being guided by instructions from the chief signal officer of the department.

#### RULE 129.

##### Requisitions and transportation.

The officer in charge of each section and operators in charge of offices under the direct supervision of the chief signal officer of the department will forward requisitions in duplicate direct to the chief signal officer of the department so that they will reach Seattle not later than December 1 of each year. Requisitions for supplies furnished by the other departments should be submitted to the officers in charge of these departments at the posts in ample time for them to forward to their respective headquarters to insure the supplies getting through without delay. Ample quantities of all supplies must be provided, but wastefulness must be discouraged. Advantage of river transportation, which, as the railroads advance, will diminish somewhat, must be considered and all arrangements made to get supplies in during the open season. Where sledding is necessary to transport supplies, every precaution must be taken to place the supplies at destination before the break up.

#### RULE 130.

##### Inspections.

Inspection of each section should be made semiannually, or more often if conditions warrant, by the officer in charge of the section. Where capable noncommissioned officers are available and their experience is such as to qualify them for inspection duty, they may be designated by the officer in charge to make inspections. This must never be done if the officer in charge can make the inspection

in person. Where inspections involving claim for mileage are contemplated by a commissioned officer authority therefor must first be obtained from the War Department. (See par. 1304, A. R.) A careful scrutiny of all matters pertaining to the operation and maintenance of the lines and offices will be made and a written report, with appropriate recommendations, will be submitted to the chief signal officer of the department upon the completion of each trip.

RULE 131.

**Minimum force on duty at stations.**

When practicable, the force at each outlying station shall consist of not less than three men, two of whom should be capable of cutting in and testing. During winter all repair parties shall consist of not less than two men. Under no circumstances will one man be sent out on repair work during winter. At river stations two men shall be the minimum number sent out on repair work at any season of the year. The operator in charge of a station will not be required to make repairs except when the other men are incapacitated. A written report of every such occurrence will be made to the chief signal officer of the department by the officer in charge.

RULE 132.

**Dog teams for repair stations; other transportation.**

Dog teams are furnished to repair stations for line repair purposes only and should not be used for any other purpose whatever except under the most urgent circumstances. When the team is so used, a written report will be made to the chief signal officer of the department by the officer in charge, detailing the circumstances. All transportation so far as practicable will when necessary be available for use of the officer in charge of the section, and post commanders should give to the officer in charge full assistance in the prosecution of the work of supply and maintenance of the lines.

RULE 133.

**Relief cabins.**

The relief cabins established along the route of the lines are for the exclusive use of the Signal Corps. They will not be used for other purposes under any but the most urgent conditions. A small supply of wire, brackets, and insulators should be kept at these stations, and the inspector will always see that no wastefulness occurs in their use.

RULE 134.

**Alcolia.**

Alcolia, or its equivalent, in small quantities, should be kept at each relief cabin so that fire may be readily started during winter. It will not be used under any other conditions, but will be reserved for emergencies in the field.



## RULE 135.

**Requests for details of operators and others; assignments of men to stations.**

It shall be the duty of the officer in charge of each section to report direct to the chief signal officer of the department not later than January 1 of each year the names of all enlisted men of the Signal Corps who should be returned to the United States. It shall be the policy not to return to the States any men who have had less than two years' service in Alaska except when such men have proven unsatisfactory or whose term of enlistment expires at such a time as to make it impracticable to bring them out after the close of navigation. Short-term men who desire to remain in Alaska another season will be required to inform the officer in charge in writing when possible in ample time for their names to be considered. After a promise to remain in Alaska or a request to come out has been made no change will be permitted unless under extraordinary circumstances. It shall be the policy not to allow any enlisted men to remain in Alaska more than two consecutive winters except under the most extraordinary circumstances. In submitting the report the officer in charge will prepare in tabulated form the qualifications which the relieving force must possess. No delay should occur in forwarding this report to the chief signal officer of the department, as it is from such information that he compiles his requisition for men to the Chief Signal Officer of the Army, which should reach Washington at the earliest practicable date to enable a good selection to be made. Department orders will issue sending these men to Alaska. Local conditions may make it advisable to divert them to stations not contemplated in department orders, and for that reason the orders directing their movements will, as far as practicable, send them to a central distributing point, their assignment to stations being left to the officer in charge of the section. The assignment must be promptly reported by telegraph to the chief signal officer of the department, giving date of arrival at destination. Subsequent changes in station may be made by the officer in charge whenever necessary, but all changes must be reported by telegraph to the chief signal officer of the department on the 1st and 15th of each month. The greatest care should be exercised in assigning operators to stations where the volume of business is heavy or the receipts great.

## RULE 136.

**Descriptive lists to be kept at company headquarters, etc.**

As a rule, the descriptive lists of all men at outlying stations, including those of soldiers of other arms of the service, detailed for duty with the Signal Corps will be kept at company headquarters, but when the issue of clothing, supplies, or pay can be more easily made by having their descriptive lists deposited at the nearest military post the descriptive lists will be kept at the nearest post.

Descriptive lists will be forwarded immediately upon the departure of men to and from Alaska, and shall always be forwarded through the chief signal officer of the department. Men going in or coming out will always report at the office of the chief signal officer of the department for any special instructions he may have to give them.

RULE 137.

**Prompt rendition of accounts and protection of line receipts.**

Line receipts from all stations will be accounted for in accordance with law and instructions given by the Chief Signal Officer of the Army through the chief signal officer of the department. Ample protective measures will be taken by all concerned that line receipts and accounts are placed in the hands of the chief signal officer of the department or such other officer as may be designated with the utmost dispatch and security.

RULE 138.

**Date of forwarding line receipts to be reported.**

The date of forwarding accounts will be reported by telegraph to the officer in charge of each section by each operator in charge. The officers in charge will, after receiving reports from all stations, report by telegraph to the chief signal officer of the department the date on which the last account is forwarded. These accounts should never be delayed beyond the tenth day of the month except where the infrequency of the mails compels a longer delay. Irregularities and delinquencies will be promptly investigated by the officer in charge and disciplinary action taken to secure a compliance with these regulations.

## CHAPTER XI.

### CARE AND MAINTENANCE OF WIRELESS APPARATUS.

#### RULE 139.

##### Wiring diagrams.

Each operator in charge of a wireless station will make himself thoroughly familiar with all wireless apparatus connected with the station.

There should be on file at each office the plans and wiring diagrams of engines, dynamos, and circuits of the wireless sets, and each operator should be thoroughly familiar with all the details of the construction and operation of the complete plant. No enlisted men or civilian employee will make changes in the circuits or equipment without permission from competent authority.

#### RULE 140.

##### Daily inspections.

Wireless-telegraph instruments require constant attention and care. All exposed parts of receiving and sending sets must be kept free from moisture and dirt.

Daily inspections will be made of all connections, and all contacts, especially in the receiving set. Contacts must be kept bright, clean, and free from dirt or other foreign matter.

#### RULE 141.

##### Detectors.

All officers and enlisted men of the Signal Corps accountable for wireless property, or engaged in operating wireless sets, are directed to exercise great care in the use of silicon, Perikon, or other dry detectors.

These detectors are very expensive and must be handled with great care. In case a dry detector becomes unserviceable from any cause, it will be forwarded at once by registered mail to the Signal Corps test room, Washington, D. C., for repair. (Circular No. 12, Signal Office, September 3, 1908.)

If electrolytic detectors are used, they should be examined daily, as the points are liable to be burned off. The electrolytic solution should be changed if it becomes weakened. Detector points should be kept in their most sensitive positions, and frequently tested.

## RULE 142.

## Transformers.

At all stations where wax-insulated transformers are in use the temperature of the room should never exceed 70° F., or fall below 35° F. This is necessary to minimize the tendency of the wax to soften and run at high temperatures and to crack at low temperatures.

## RULE 143.

## Records.

At each wireless station a log book will be kept, in which will be recorded, twice daily, the temperature, the direction of the wind, the force of the wind, the state of the weather, and the kinds of clouds.

All meteorological phenomena, such as lightning, static, aurora borealis, fog, mist, rain, or snow, should be made a matter of record, together with a statement as to their effect upon sending or receiving signals.

The weather conditions most suited to the transmission of signals should be carefully noted. A daily record of all messages sent and received should be kept, with a record of the wave length, length of spark gap, number of turns in the open and closed circuits, and power used.

Each operator should keep a record of his best adjustments for receiving different stations.

The log book should contain a record of the number of hours the engine or source of power supply is in use, and of breakdowns and repairs to apparatus.

## RULE 144.

## Instructions for sending and receiving signals.

Operators should exercise particular care in sending messages by wireless. Messages should not be rushed through as rapidly as on a land line, as the difficulties in receiving are much greater.

Dots and dashes should be sent *firmly* and *clean cut*, special care being exercised in spacing between letters and words.

If, while receiving, the sending station is lost, wait a few minutes before trying to call. If you do not pick up the sending station, after this interval, look over all receiving apparatus and antennæ. The chances are that something is wrong with the receiving station.

If a sending station is interrupted while sending a message, it should listen in, during the period of interruption, in case the receiving station calls.

## RULE 145.

## Schedules. Tests.

Schedules for regulating the operation of wireless stations in Alaska will be prepared under the direction of the chief signal officer, Department of the Columbia.

## CHAPTER XII.

The attention of all officers, enlisted men, and civilian employees of the Signal Corps connected with the operation and maintenance of the Alaskan military telegraph lines is directed to the provisions of the following circular:

HEADQUARTERS DEPARTMENT OF THE COLUMBIA,  
*Vancouver Barracks, Wash., October 15, 1907.*

Circular No. 21.]

In order to define the duties of the line of the army in cooperating with the Signal Corps for the maintenance of the Alaska military telegraph lines, the following regulations are promulgated for the guidance of commanding officers of Alaskan posts:

1. The operation and maintenance of military telegraph lines, devolving on the Chief Signal Officer of the Army under the act of Congress, October 1, 1890, post commanders are not to interfere with such operation or maintenance except in cases of grave emergency and when speedy recourse can not be had to superior military authority.

2. The military telegraph lines in Alaska were primarily constructed in the interests of the army, and their efficient maintenance is of both military and national interest. Post commanders are therefore enjoined to systematically facilitate operation and repairs, by detachments, supplies, and transportation.

3. It is the duty of post commanders to bring to the attention of the department commander inefficiencies and delinquencies, particularly with reference to discipline and care of men of the line, which are not promptly and satisfactorily adjusted by the signal officer in charge of the section. There should be similarly reported for decision administrative questions on which doubt arises and local adjustment is impracticable.

### SUPPLIES.

4. Post commanders are responsible, through their staff officers, for the accumulation at their posts of such regular subsistence, quartermaster, ordnance, and other supplies as may be needed to properly equip, subsist, and shelter all enlisted men on duty at military telegraph stations. They are also responsible for the prompt and economical transportation to military telegraph stations of all supplies which may be turned over to them by the signal officers in charge.

5. Transportation of enlisted men to and from military telegraph stations to which they are assigned will be furnished by the post commander, on the written or telegraphic request of the signal officer in charge of the telegraph section. In grave emergencies, where telegraphic communication is interrupted, action is in the discretion of the post commander.

6. The utmost economy, consistent with efficiency, is enjoined on post commanders in transporting supplies, and recommendations regarding the transportation of supplies for the coming fiscal year will be made so as to reach these headquarters not later than March 1. It is to be understood, however, that all written or telegraphic requests for special transportation by signal officers must be promptly filled.

7. The issue of supplies must be preceded by a requisition either by telegraph or in writing from the signal officer in charge of the section, and receipts for such issues must be given by the signal officer present, or by some designated and authorized repair man or operator of the Signal Corps.

## PERSONNEL.

8. Men of the line will be detailed for duty at such telegraph stations, and in such numbers as may be specifically directed from these headquarters the men to be of good character, excellent health, physical fitness, and free from quarrelsome tendencies. Such details will be made in post orders which will direct the soldier named to report to the signal officer in charge of the section, under whose control the soldier remains during the continuance of the detail.

9. Enlisted men of the line serving at military telegraph stations will report by telegram on the last day of each month their presence and the condition of their health to their respective post commanders.

10. Post commanders should arrange with signal officers in charge of telegraph sections to have, on the last of each month, telegraphic reports as to the conduct and efficiency of men of the line serving at military telegraph stations.

## REPAIR PARTIES.

11. Repair parties of not exceeding one noncommissioned officer and three privates, which number may be augmented in emergencies in the discretion of the commanding officer of the post, will be furnished on the written or telegraphic application of the officer in charge of the telegraph section, for making current repairs that involve an absence of not more than ten days from a post.

12. Parties for permanent repairs or extended absences will be supplied only on the application of the chief signal officer, Department of the Columbia, in charge of the military telegraph lines, and by direction of the department commander.

## DISCIPLINE.

13. Commanding officers of military posts will be responsible for the discipline of the Signal Corps men stationed at or within the limits of their posts, and in this connection will require them to conform to suitable regulations as to department and conduct.

14. Post commanders will confine Signal Corps men at the request of the signal officers in charge, requiring the usual charges and specifications, and will cause them to be tried by summary court, except in the case of serious charges, which should be forwarded for the action of the department commander. They will cause to be tried men serving either within the garrison or brought therein for trial.

15. Officers of the Signal Corps should not be detailed as summary court officers, except with their consent, for the trial of men within the limits of a post. Summary court trials by officers of the Signal Corps outside of the limits of military posts will be conducted as authorized by the act of June 18, 1898.

16. Post commanders in passing upon sentences imposed upon men of the Signal Corps should take into consideration the inconvenience which would result to the military service from the incarceration of telegraph operators necessary for current work.

By command of Major-General Greely:

W. P. BURNHAM,  
*Major, General Staff, Chief of Staff.*

Official:

W. H. SAGE,  
*Major, Adjutant-General.*

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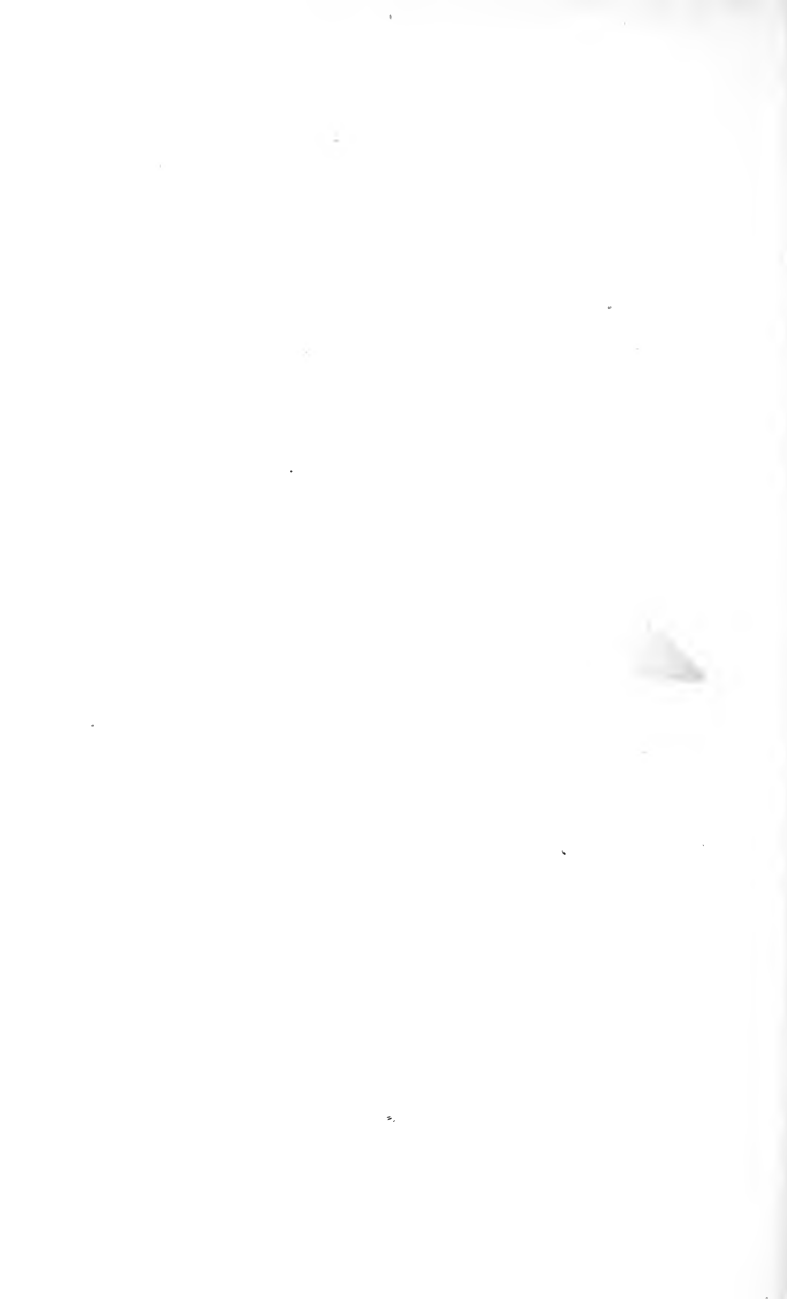
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